

VOLUME 2

**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL**

JOINT TRAVEL REGULATIONS



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE**

OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION
ALLOWANCE COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Volume 2, Joint Travel
Regulations
(b) CPR T3, with all changes thereto
(c) NCPI 4650, with all changes thereto
(d) AFM 40-10, with all changes thereto
(e) Department of Defense Directive 5154.20, dated 23 June 1964

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to travel of any civilian employees of the Department of Defense are rescinded.

In accordance with reference (e), the regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination will be reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR
Under Secretary of the Army

KENNETH E. BELIEU
Under Secretary of the Navy

LEONARD MARKS, JR
Assistant Secretary of the Air Force

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 475

Alexandria, VA

1 May 2005

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 May 2005 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

CHARLENE M. BRADLEY
Assistant Deputy for
Force Management Integration

This change includes all material written in CAP Items 1-05(E); 5-05(E); 6-05(E); and civilian editorials C05010 through C05015. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 474 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 475:

C1052-E-4. Makes clear that the gaining activity is responsible for the cost of separation travel allowances when an employee at an OCONUS PDS under a transportation agreement is transferred to a different OCONUS activity at the same or different PDS.

C3059. Alerts readers to the requirement for a statement authorizing travel allowances that are not otherwise addressed on an order/authorization.

C5080-D. Adds information to par. C5080-D that was previously deleted in the PDT rewrite CAP 27-03(E).

C5154-I. Corrects paragraph reference in par. C5154-I.

C13115-B. Implements the ruling in GSBCA decision 16541-RELO, dated 4 February 2005 and the provision in FTR §302-6.302.

C13302; C14006. Adds GSBCA decision references to the JTR.

Appendices B and D. Updates the website.

Appendix H. Adds a Q&A to the JTR in reference to upgraded accommodations when traveling with Members of Congress.

Appendix L. Corrects paragraph references in Appendix L, AEA for Navy.

Appendix S. Authorizes FEML for Vientiane, Laos with an authorized destination of Honolulu effective 29 October 2004 and recertifies FEML for Guantanamo Bay, Cuba.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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470	C-v	473	C2G-3	471	C4J-1	453	C4T-1
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471	C5O-5	428	C13D-1	474	H3B-1	469	P2-3
474	C6-i	401	C13D-3	474	H3B-3	469	P2-5
463	C6-iii	474	C14-i	475	H3B-5	468	Q-1
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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing allowances applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);
2. The United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and
4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBICA should be addressed to:
General Services Administration
GSA Board of Contract Appeals
18th & F Sts., NW
Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBICA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. Website decisions of the GSBICA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBICA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBICA case number, category, and date, e.g., (GSBICA 14515-TRAV, 22 July 1998).

For GSBICA information/decisions visit their website at: <http://www.gsbica.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C1052-B2b(3)
JTR
Chapter 1
Paragraph 052
Subparagraphs

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the allowances in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.perdiem.osd.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPPC, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
- *5. OSD/WH/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSOP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
 - (a) **For up to 3 copies**, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nfl.navsup.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
 - (b) **For more than 3 copies**, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, or DSN 312-222-6052.
 - (c) **For changes in distribution**, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.perdiem.osd.mil/perdiem/trvlregs.html>.

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;
3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. Civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. Persons who perform TDY under DoD ITAs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 USC §709;
7. Persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and
8. New appointees to the senior executive service and certain Presidential appointees.

B. DoD Test of Simplified Travel. Simplified travel rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. Contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further allowances implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions.***

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

Effective 3 February 2005

*C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm>. For HSTA policy, payment and procedural guidance see the DSSR, Section 250 at <http://www.state.gov/m/a/als/1738.htm>.

B. Transfers. Employees transferring from a CONUS/non-foreign OCONUS area PDS to a foreign country PDS are authorized a MEA under Chapter 5, Part G but **NOT** the FTA allowance in par. C1004-C1 below (DSSR, Section 242.6 at <http://www.state.gov/m/a/als/1737.htm>). Employees transferring from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS are authorized TQSE under Chapter 13, Part A but **NOT** the HSTA allowance in par. C1004-C3 below (DSSR, Section 252.6 at <http://www.state.gov/m/a/als/1738.htm>). Transferring employees are eligible for the Lease Penalty Expense Portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA). The FTA/HSTA are DoS allowances (5 USC §§5924(2)(A) and 5924(2)(B), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign country PDS. The FTA/HSTA apply to employees as indicated below. ***New appointees are not eligible for any portion of the HSTA.*** The FTA and HSTA are composed of four elements:

1. Miscellaneous Expense. This portion is allowable **only** for DoD new appointees being assigned to the first PDS in a foreign area (FTA).
2. Wardrobe Expense. ***This portion is not allowable for DoD civilian employees.***

3. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). ***NOTE: The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.***

a. FTA. This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign area.

b. HSTA. ***This portion is not allowed for DoD civilian employees., and***

4. Lease Penalty Expense

a. FTA. This portion is allowable for all DoD employees (including new appointees) PCSing to a foreign area PDS or between foreign country PDSs.

b. HSTA. This portion is allowed ***only for reassigned employees (not new appointees)*** PCSing from a foreign country PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 5, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a ‘Bonus’ program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. ***Those procedures must not contravene or duplicate this Volume’s provisions and must be reviewed IAW par. C1002.***

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

- a. Perform official travel at personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the **employee** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104)

When Government-funded PCS is authorized:

- a. A written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
- b. The DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

c. The travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

- (1) Successive changes to these regulations governing PCS allowances, and
- (2) The extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes..

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

Effective 01 September 2004

*A. General. A traveler under an official travel authorization may use:

1. Government quarters,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under the jurisdiction of the DoD.

Effective 01 September 2004

*B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at <http://www.usapa.army.mil>, Department of Defense Directive 1330.9, dated 27 November 2002 (PDUSD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/html/13309.htm>, and Department of Defense Regulation 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at <http://www.dtic.mil/whs/directives/corres/html/133017r.htm> and at the local commander's discretion.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpmc.osd.mil/cpm/docs/630.pdf>.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see par. C5005).
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary costs for a transfer, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with an agreement. An employee serving without an agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.
4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:
 - a. Employee who completes the prescribed tour of duty under the current agreement;
 - b. Employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;
 - c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and

d. Employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawai'i. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

NOTE: See Appendix A for the definition of "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

- a. Returns to the U.S. under a renewal agreement, and
- b. Arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. After arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

*4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

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F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. See DoD Instruction 1342.25, par. 5.4.5, dated 30 October 1996, (available at:

<http://www.dtic.mil/whs/directives/corres/html/134225.htm>) "*School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);*" concerning eligibility for reimbursement for official travel.

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, identification cards issuance is provided in:

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- 1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at <http://www.dtic.mil/whs/directives/corres/html/10001.htm>), and
- 2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at <http://www.dtic.mil/whs/directives/corres/html/100013.htm>).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C1415).
2. Travel Requirements
 - a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:
 - (1) Foreign country, or
 - (2) Territory under control of a foreign country. **NOTE: *The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. *Employees may not be directed/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government

quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available:

1. When TDY/delay is at other than a U.S. installation;
2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 USC §5703) determine their own quarters availability.***
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the travel authorization as indicated in par. C1055-A, the AO must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that the 2-year period:

1. Is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. ***(effective 19 February 2002)*** Is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.
2. A traveler must maintain records to validate expenses of \$75 or more and all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.
4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being;
6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par C1060-B or C1060-C;
9. Requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE 1: When scheduling flights of 14 or more hours (see par. C2204-B4i), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.

A. Starting and Ending Travel1. General

- a. The travel authorization establishes when travel status starts and ends.
- b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).
- c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - (1) Ship staterooms, and
 - (2) Train sleeping cars.

NOTE 2: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties (see pars. C1060-C and C1060-D).

- d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent AO should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
- f. Transportation should be arranged so that the traveler is scheduled to arrive the day before the TDY actually begins.
- g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-C and C1060-D.
- h. Require travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.
- i. Carefully review requests for first-and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 and 0600, it is reasonable for a traveler to depart the:

- a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or
- b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

Example 1: A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2: A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Such a rest stops should not be automatic. The AO must consider each request for a rest stop/en route rest period at TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and **NOTE 1** in par. C1060 on rest periods. *A rest stop en route/rest period at a TDY destination may not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.*

C. En Route Rest Stops

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

- a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize a rest stop en route when:

- a. The origin or destination point is OCONUS;
- b. Travel is by a usually traveled route;
- c. Travel is by less than first/business-class service; and
- d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, *including scheduled non-overnight time spent at airports during plane changes.*

NOTE: *The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize an en route rest stop. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.*

3. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved at Government expense when:

- a. Travel is authorized by premium class service.
- b. A traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.
- c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Length. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) is recommended before the traveler reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, **including scheduled non-overnight time spent at airports during plane changes**;

NOTE: The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize a rest period at the TDY point. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest period at the destination for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest period at the TDY location the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;

3. The traveler is not authorized first- or business-class accommodations; or

4. The traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties). See ***NOTE 2*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the AO, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Agencies are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

C1065 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. Is the only official source for worldwide TDY and PDT distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
3. Uses city to city distance (not zip code to zip code),

Effective 1 January 2004

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. The DTOD PMO should be informed if an installation cannot be located. All feedback should be directed through the DTOD website at <http://dtod1.sddc.army.mil>.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,
5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and

Effective 1 January 2004

6. Website is found at <http://dtod1.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined from aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. C2207-A4 for exceptions when reimbursement is *not* allowed.

PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Employees traveling on official business:
 - a. Are responsible for their travel expenses, but
 - b. Should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).
2. Responsibilities. DoD components:
 - a. May issue travel advances for certain expenses, as authorized in this Part, and
 - b. Should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

Effective 1 July 2004

*B. Government-sponsored Contractor-issued Travel Charge Card Use. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). ***The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*** A statement must be on each travel authorization indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

C1101 ALLOWABLE ADVANCES

A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on a travel authorization.

B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. ***A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.***

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). ***An advance is not authorized for non-temporary (extended) storage of HHG.***

F. Movement of a Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. ***No advance is authorized when the Government pays the carrier directly.***

G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the sum of the anticipated transportation costs, and the maximum per diem allowable under the Lodgings-Plus method in par. C5624-B1 for the location and duration of the HHT. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. The actual fixed-amount payment under par. C5624-B2 is not an advance but rather is a payment. See par. C5632.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred in connection with residence transactions.***

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. Employees:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Are financially responsible for repayment of the advance deposit if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

C1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Government expense on the funds of an agency (see definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.)

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. *Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.*
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

C1201 ADMINISTRATIVE INSTRUCTIONS

Except for the provisions of Appendix O, each Service may issue necessary administrative instructions for the judicious administration of the provisions contained in this regulation.

*C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses. Also see the JER and par. C1200 concerning acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards in connection with official travel.

PART E: TRAVEL CLAIMS AND RECEIPTS

C1300 SUBMISSION OF TRAVEL VOUCHERS

Employees should submit travel vouchers as specified in DoDFMR, Volume 9, Travel Policy and Procedures. *The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C1305 FALSIFIED TRAVEL CLAIMS

See DoDFMR, Volume 9 for the requirements regarding payments when expense(s) are suspected of the requirements regarding payments when expense(s) are suspected of being fraudulent. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. Also, when there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. If payment is made before discovery of a suspected falsified expense, the employee must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

C1310 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and
2. Expenditures of \$75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impractical to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

C. Review and Administrative Approval. The travel-approving/directing official must determine whether or not the expenses claimed are reasonable. If expenses are:

1. Inflated, or
2. Higher than normal for similar services in the locality,

they must be disallowed.

NOTE 1: *Travelers are advised to retain ALL receipts for tax or other purposes.*

***NOTE 2:** *Lodging receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in pars. C4550-A, C4560 and C4530-C.*

C1320 LOST/STOLEN TRANSPORTATION TICKET REIMBURSEMENT

If the Government pays for a transportation ticket that becomes lost/stolen, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

C1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. ***Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.*** Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See par. C1410-B4g.

C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.

A. General for All Travel. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable.***;

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3. Fees for passports, visas (including green cards, photographs for OCONUS travel (see par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)) ***NOTE:***

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.;

*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws or custom require the use of lawyers in processing such applications.;

b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official travel authorization is to and/or from a high threat area or high risk airport (see <http://travel.state.gov/travel/warnings.html>) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.;

c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.;

e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.;

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3e and C1410-A3f apply to this expense).;

5. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this *does not include travel expenses* incurred for obtaining the required inoculations) when authorized/approved.;

6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A).

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and

b. *Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;*

7. Fees for:

a. Currency conversion. Members:

(1) *Are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).;*

(2) Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses.;

(3) May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, members should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.;

b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, *(cashing salary checks/drafts is not included);*

c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against members on arrival/departure from carrier terminals when not included in the ticket cost (52 Comp. Gen. 73 (1972)); and

d. Energy surcharge and/or resort fees (when the fee is not optional);

8. CTO service and processing fees;

9. Transportation-related tips for taxis, limousines, and courtesy transportation;

10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

11. Any additional costs of paper tickets *when authorized/approved* by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.;***

12. Costs for personal laundry, dry-cleaning and pressing of clothing incurred while on TDY or during PCS travel *(not after returning to/arriving at PDS)*; only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

13. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. C1410-A, reimbursable TDY expenses for travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. C4657-B);
3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. AO authorized/approved expenses for:
 - a. Services, including associated equipment, needed for reports/correspondence preparation;
 - b. Clerical assistance;
 - c. Services of guides, interpreters, packers, or vehicle drivers;
 - d. Storage of property used on official business;
 - e. Room rental (used for official business) at a hotel/other place;
 - f. Official phone calls (see par. C1405); (FTR §301-12.1);
 - g. Connections used for computers to perform official Government business (see par. C1405);
 - h. Excess baggage transportation costs (see par. C2302);
 - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***;
 - j. Dual lodging costs (see par. C4555-F);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C1445*); ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
 - l. Expedited charge card delivery;

m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and

n. *Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler);*

5. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
7. *Transportation-related tips for handling Government property at terminals and hotel;*
8. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and
9. Similar travel and transportation related expenses.

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*C. PCS Travelers. Travelers are authorized reimbursement for the expenses listed in par. C1410-A for PCS travel. In addition to the expenses listed in par. C1410-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees/charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas (including green cards), or changes in status.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS/TCS travel. They may only be approved by the AO after PCS/TCS travel (see also par. C2304-C). A Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage), must not be used for accompanied baggage ICW PCS/TCS travel.

Effective 8 September 2004

C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBCE 15923-RELO, 16 December 2002)

A. General for All Travel

1. An employee is reimbursed the associated expenses (for the employee and dependents, if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)) (dependents' fee is reimbursable ***except*** in connection with personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.

*2. These expenses include fees/charges for legal services if local laws or custom require the use of lawyers to obtain or process applications for passports, visas (including green cards) for TDY, PCS or changes in status.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except as in par. C1410-A5 for inoculations.

B. Reimbursement. Reimbursement authority is for an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, *and*
3. Required to obtain/renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTE:

(1) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the employee's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel authorization may be issued to authorize/approve (see Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the employee's PDS.

D. Reimbursement when No Travel Is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

C1420 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C1410-B2);
7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

NOTE: It is DoD policy that, when available, CTO services be used to arrange official travel.

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C1425-A2 and C1425-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow par. C2204-A governing the use of less than first-class accommodations when purchasing commercial transportation.

3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and, if required by finance regulations, the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) must, in accordance with finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual cost of authorized transportation and accommodations. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190)

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.

C1430 BAGGAGE EXPENSES (FTR §301-12.2)

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

- A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***
- B. Baggage transfer; *Not to exceed the customary local rates, and necessity for the transfer must be explained.*
- C. Baggage Storage;
- D. Checking Baggage. *Not to exceed the customary local rates.*
- E. Terminal Porter Charges. *Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:*
 - 1. When authorized under par. C6552-4, for a traveler with a disability,
 - 2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
 - 3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
 - 4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.
- F. Charges for Handling Baggage/Government Property. ***Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:***
 - 1. Authorized under par. C6552-4, for a traveler with a disability, or
 - 2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))

- A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.
- B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:
 - 1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
 - 2. The traveler's PDS is not in the state in which the TDY assignment is performed.

3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. C1415), and communications services, incurred prior to travel authorization change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the AO. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider if the:

1. Traveler acted reasonably and prudently in incurring lodging expenses;
2. Traveler had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable; and
4. Traveler took steps to obtain a refund once the TDY was officially canceled, or curtailed.

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

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CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: TRAVEL POLICY

Effective 1 March 2004

C2000 GENERAL

A. Travel and Transportation Policy. The following applies to all travelers whose travel and transportation allowances are governed by these regulations:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204 or C6552, (*See NOTE 1, par. C1060.*)

Effective 16 August 2004

2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): See par. C2204-B2a and C2204-B2b to determine whose authority is required for Government-funded premium-class accommodations to be provided. See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel authorization MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible. A travel authorization authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JTR phrase, but provide the background to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class airfares, authority and authorization source (memo/letter/message/etc., including date and position identity of the signatory for first-class)). Appropriate Government transportation documents must be annotated with the same information.
- b. Only a person senior to, or independent of, the traveler (e.g., a staff member may not authorize/approve premium-class accommodations for a more senior employee) may authorize/approve premium-class accommodations for the traveler. See par. C2204-B2.

Effective 16 August 2004

- c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates

(for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. C6552-1, may be authorized/approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c above.

3. Travel other than by a usually traveled route must be justified.

*4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.

5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.

8. Travelers may not be reimbursed for travel at personal expense (see par. C2203-C) on ships/aircraft of foreign registry, except as specified in par. C2204-C.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

C. TDY Travel Involving Non-PDS Location(s). An employee on a TDY travel authorization is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a non-PDS location:

1. The traveler must pay excess travel/transportation costs; and

2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

NOTE: For TDY travel/transportation allowances when a TDY travel authorization is received while the employee is on official leave, see par. C4564.

D. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

2. ***Relative cost should be a consideration.***

3. **EXAMPLE:** The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the travel authorization indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the travel authorization and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

Effective 8 September 2004

*2. Selecting the Transportation Mode to Be Used

a. Contract Air Service. Except as noted, discount airfares, offered by contract air carrier between certain cities (city-pairs), are advantageous to the Government and should be used for authorized air travel between those city-pairs. If a contract city-pair airfare is not available, the least expensive unrestricted economy airfare (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare. For exceptions and specific guidelines regarding the use of contract air service, see the Federal Travel Regulation (FTR), §301-10.107 (see the GSA web site at: http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newfttr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.html>). ****NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

b. Non-contract Air Service. The use of non-contract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of non-contract air service must be shown on the travel authorization or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee must obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefore must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount airfares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount airfares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost must include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. Urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
2. Amount of baggage or working equipment necessary to accompany the traveler;
3. Savings in the travelers' productive time (workdays only);
4. Availability of adequate accommodations;
5. Any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. Savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2203). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Travelers are required to arrange transportation, even circuitous or interrupted travel, in accordance with par. C2203.

D. Travel By Aircraft

1. General

- a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.*
- b. Air is the usual transportation mode to and/or from OCONUS.

- c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).
 - d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.
 - e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.
 - f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.
 - g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.
2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.
3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for employees:
- a. Performing TDY travel to and from CONUS or between overseas duty points;
 - b. And dependents performing permanent duty travel to, from, and between overseas duty stations.
4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.
5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.
6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order.

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

***C2002 CITY PAIR PROGRAM**

See Appendix P. Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050 GOVERNMENT AUTOMOBILE

A. Requirements

1. When common carrier transportation is not advantageous to the Government and an automobile is required for official travel, a Government furnished automobile must be used, when available.
2. Per diem for travel by Government automobile is computed like PCS POC travel (see par. C5060-A).
3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

B. Exceptions

1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.
2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.
2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.

C2051 GOVERNMENT AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel authorization.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate DoD components.

***C2053 USE OF AERO CLUB AIRCRAFT**

The use of Aero Club-owned or Government loaned aircraft must not take precedence over ordinary Government conveyance use. Authorization for travel by Aero Club aircraft must be in accordance with the DoD component's administrative regulations. Reimbursement for expenses incurred is limited as provided in par. C1420-B.

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/from Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

A. General. Hiring and using a special conveyance is authorized/approved by the AO only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)

a. *It is mandatory to obtain rental vehicles through the CTO, when available. **NOTE:** It is not mandatory to use a CTO when renting an airplane or bus.*

b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

Effective 1 January 2004

- c. Use of companies and rental car locations participating in the SDDC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.
- d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.
- e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

Effective 1 January 2004

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address:

<http://www.sddc.army.mil>)

- a. SDDC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.

Effective 12 July 2004

*b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MSDDC, ATTN: SDDC-IP, Hoffman Building II, Room 10S67, 200 Stovall Street, Alexandria, VA 22332-5000, or via the SDDC website at <http://www.sddc.army.mil>.

- 3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursement for Special Conveyance Use. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include items such as:

- 1. Hiring charge;
- 2. Gasoline and oil;
- 3. Parking;
- 4. Garage, hanger, or boathouse rental;
- 5. Subsistence of operator;
- 6. Ferry fares, bridge, road and tunnel tolls;
- 7. Traveler access fee (when charged); and

Effective 1 January 2004

- 8. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

- a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or
- b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, 19 January 1982).

2. Damage to a Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

****NOTE: TDY ends on Friday. The employee delays return to the PDS until Sunday and retains the rental car. Due to an accident on Sunday, the rental car was damaged. The employee may not be reimbursed for the cost of repairs since the employee was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).***

3. Damage Claims. Requests from an employee, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (found at website: <http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

F. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,
2. Must be authorized in a PCS travel authorization,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance in and around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. Transportation terminals when changing transportation mode and free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. An airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART D: POC TRAVEL

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. ***POC travel may not be directed***; but is permitted in the Government's interest or for the employee's convenience, as appropriate, when requested by the employee.
- *3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passenger(s) (FTR §301-10.307).
4. POC use is encouraged when it is advantageous to the Government.
5. Necessary POC travel is authorized in the travel authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or PCS mileage rate for PDT travel.
6. POC travel not authorized in advance of travel may be approved by travel authorization amendment after travel by the AO. See Chapter 3 for travel authorization policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if advantageous to the Government.
8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the transportation mode authorized:
 - (a) Reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
 - (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

C2153 GOVERNMENT ADVANTAGE DETERMINATION**A. General**

1. POC use is authorized when advantageous to the Government.
2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel authorizations in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**A. General**

1. Limitations. See Chapter 3 for travel authorization policy and procedures.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
 - a. Tolls, ferry fares, parking fees and other allowable costs in par. C4654; and
 - b. Usual transportation costs to and from common carrier terminals.

5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1060-A2).

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

a. Reimbursement is based on the official distance (see par. C1065).

b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.

c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

*2. Contract City-pair Airfare. If air carrier city-pair airfares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract airfare. Use the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare if both are available.

b. Not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class fare between origin and destination (with the exception noted in par. C2204-B1f).

City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When or not neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

SECTION 2: PERMANENT DUTY TRAVEL

NOTE: In addition to the provisions of Section 1, the following regulations apply.

C2159 AUTOMOBILE USE (FTR §302-4)

A. General

1. Automobile use is advantageous to the Government for:
 - a. First duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. Separation travel.
2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.
3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependents relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has dependents who are relocating) with the prescribed PCS mileage rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, PCS mileage reimbursement authorized for dependents' travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the traveler travels by common carrier (e.g., the traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.)***
3. Mileage reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC and who were not taken into account in computing the authorized PCS mileage rate.

Effective 19 June 2003

C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

NOTE: The terms "family members" or "dependents" in this paragraph include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. Mileage Allowance

a. When reimbursement for the use of more than two POCs is authorized/approved, the mileage allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the mileage allowance and car ferry fees apply, except that the mileage rate must be determined on the basis of the number of family members making the old to new PDS trip for the first time (e.g., employee drives spouse and three children on first trip (and receives \$.20/mile) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children. The employee is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

C2162 AIRCRAFT

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel,
- c. Separation travel, or
- d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Mileage reimbursement for travel by privately owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately owned airplane is in par. C4661.

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

2. Expenses

a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately owned motorcycle is advantageous to the Government for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Mileage reimbursement for travel by motorcycle that is to the Government's advantage, is at the appropriate TDY mileage rate in par. C2500.

C. Travel time is as provided in par. C5060.

D. Reimbursement computation for travel by privately owned motorcycle is in par. C4661.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The AO, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel authorization indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

Effective 1 January 2005

***C2166 OCEAN-GOING CAR FERRIES**

A. Authorized Allowances. Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the allowances in pars. C2166-B, C2166-C and C2166-D below.:

B. PCS Mileage

1. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;

2. If more than one car ferry is used, PCS mileage is payable for overland travel between ferries;

C. Transportation. The employee/dependent(s) are authorized:

1. Government-procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and dependents using the highest CONUS M&IE rate (currently \$51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

a. Standard CONUS per diem rate if debarkation is in CONUS, and

b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or

c. Per diem rate for the en route location where employee/dependents obtain overnight lodging

on that day while en route to the new OCONUS PDS

NOTE 1: *The percentages in par. C7006-A apply when computing per diem for dependents.*

NOTE 2: *If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.*

D. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: *See par. C2205-F3 for required documentation if U.S. flag ferries are not available.*

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government-furnished automobile (see definition - Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. Purchase,
2. Rental basis from a GSA interagency motor pool, or
3. Lease for 60 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The POC mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), and the factors in par. C4651-D.

C. Commitments to Use Government-Furnished Automobile or POC

1. The AO must obtain a commitment in writing from an employee who is expected to perform extensive official travel by automobile.
2. The written commitment must indicate whether the employee intends to use a Government-furnished automobile or a POC.
3. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate.
4. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles.
5. Generally, an employee who commits to using a Government-furnished automobile should not be authorized POC mileage reimbursement; however, if an employee occasionally uses a POC when a Government-furnished automobile is available, POC mileage reimbursement may be authorized/approved in accordance with par. C4651-D.

D. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under this paragraph. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-D2 for a Government-furnished automobile, the employee must provide a written statement (that finance regulations may require to be submitted with the voucher) that a commitment to use a Government-furnished automobile was not made, and that POC mileage reimbursement was not limited under par. C4651-D. See Chapter 3 for travel authorization policy.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. *Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.*

*C. GSA City-pair Airfares. See Appendix P.

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel authorization. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

Effective 1 March 2004

C2203 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DoD **mandatory policy** that employees use available CTOs to arrange official travel, including transportation and rental cars. **COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.**
2. Service Regulations. See DoD component regulations for CTO use information.

3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).
- b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), or other personnel means. Action must **not** be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is **not** allowed.

4. Reimbursement Not Allowed. Reimbursement **is not allowed** when the employee does not follow the regulations for foreign flag carriers (see par. C2200-H).

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. A CTO (see Appendix A),
- b. In-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

Effective 01 September 2004

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must **not** be authorized or approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

C2204 COMMERCIAL AIR TRANSPORTATION***Effective 8 December 2004***

*A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Government policy is that:

- a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
- b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.
- f. ***IAW the Federal Travel Regulation (FTR), when an airline flight that has only two classes of service (i.e., two cabins), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted coach-fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the traveler must qualify for a first-class seat for the Government to pay for a seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted airfares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted airfare in the 'economy' cabin must be used unless the traveler qualifies for a first-class seat in the front cabin. (See par. C2204-B3a for first-class qualification.)***

NOTE 1: COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). (See par. C3052 and APPENDIX A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

Effective 12 August 2004

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by travelers if any of the criteria in par. C2204-A3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DoD travelers).

Effective 18 January 2005

*(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. ***Re-delegation may be no lower than to the three-star major commanders.***

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize/approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.

Effective 18 January 2005

*c. Premium Class Approval Authorities.

	<u>First Class</u> (DoDD 4500.9)	<u>Business Class</u>
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary, may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when: ***NOTE: See Appendix H, Part II, Section C, for a first-class decision support tool.***

*a. Lower Class Airline Accommodations are not Reasonably Available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours before the traveler’s proposed departure time, or is scheduled to arrive up to 24 hours before the traveler’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the traveler’s required reporting time at a duty site, or a scheduled departure time earlier than the time the traveler is

scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See par. C2000-A2c for medical reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler's life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 18 January 2005

*d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees and special high-level invited guests. For DoD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.) One of the preceding criteria also must be met (par. C2204-B3a, C2204-B3b, C2204-B3c, C2204-B3d, or C2204-B3e). The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). (*See Chapter 6, Part K*)

Effective 16 August 2004

4. Business-class Accommodations Use. (*Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.*) *Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. (See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.)* Business-class accommodations may be authorized/approved when:

*a. Space is not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel authorization be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, RAT leave, emergency leave, R&R, FEML, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. See par. C2000-A2d.

b. See par. C2000-A2c for Medical Reasons.

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages.

Effective 18 January 2005

*d. When required by the mission. This criterion is for use in connection with Federal advisory committees and special high-level invited guests. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class Airline Accommodations on Foreign Carriers do not Provide Adequate Sanitation or Meet Health Standards and Foreign Flag Air Carrier Service Use is Authorized/Approved in Accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

h. Use of the Business-class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred While Awaiting Coach-class Accommodations. An actual cost-comparison must be made and the details made part of the travel authorization.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), The Scheduled Flight Time (Including Non-overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, and the TDY Purpose/Mission is so Urgent it Cannot be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See **NOTE 2** below.

NOTE 1: The “length of flight (14-20-30-40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.

****NOTE 2:*** The AO must certify that the options contained in **NOTE 1** in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization in accordance with par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, RAT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

1. The traveler is not eligible for business-class airline accommodations at Government expense if use of business-class airline airfares provided under the Contract City Pair Program is mandatory. A/an:

- a. ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,
- b. Rest stop en route is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

3. On TDY travel, the 14-hour rule (in par. C2204-B4d above) only applies en route to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

4. When Government procurement of business-class airline accommodations is authorized/approved,

*j. Congressional travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). *See Chapter 6, Part K.*

Effective 16 August 2004

*5. Documentation Requirements. (*See Appendix H for document requirements/procedures.*)

a. Travel Authorizations. *See par. C2000-A2a.*

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*) Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the traveler must certify these circumstances on the attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S. flag air carrier service is available if:

a. the carrier performs the commercial foreign air transportation required, and

b. the service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-certificated air carrier costs less,

(2) Non-certificated air carrier service is preferred by the service/traveler,

(3) Non-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first-class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-certificated carrier is available which does not require travel at those hours (the traveler may travel by non-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at

http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.

3. Non-availability Documentation. When the AO determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a non-certificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel authorization and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines. When:

(1) U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) U.S. flag air carrier service is not available at origin or an interchange point, non-certificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

<u>Schedule I</u>				<u>Schedule II</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign	Leave:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Leave:	Frankfurt	1325	Foreign	Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule III</u>				<u>Schedule IV</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.	Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.	Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign	Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or the entire trip, the transportation cost on the foreign air carrier is not payable (41 CFR §301-10.143).

D. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier shall confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

Effective 1 March 2004

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. *See par. C2000-A2b*. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

NOTE: See par. C2000-A2c for medical reasons.

C. Ship Accommodations. Travelers who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. C2205-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. C2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances in par. C2205-E may be authorized/approved in accordance with par. C2204-B2.
2. Requirements. See par. C2000-A2a.

Effective 16 August 2004

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for a first-class decision support tool.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Least costly first-class accommodations are not available.
2. *See par. C2000-A2c for medical reasons.*
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of least costly first-class accommodations would entail danger to the traveler's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

Effective 1 April 2005****F. Use of Ships of U.S. Registry***

1. General. Ships of U.S. Registry must be used except as provided in pars. C2205-F2 and C2205-F3 (46 USC §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).

2. Ship of U.S. Registry Use Impracticable. When using a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.

3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. Travel authorization endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on ships of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel authorization, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-procured Air Transportation Available. When Government/Government-procured air transportation use is required under pars. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Government/Government-procured air transportation. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class airfare (with the exception noted in par. C2204-B1f). City-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

NOTE: Government and Government-procured air transportation are not available when:

1. An AO determines that Government and/or Government-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

2. Government and/or Government-procured air transportation use would involve circuitous travel or undue inconvenience; or

3. Travel via aircraft is inadvisable medically.

The lower-priced transportation mode is the reimbursement limit if appropriate Government transportation and Government-procured transportation are both available. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted economy airfare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted economy airfare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part, or all, of the trip, the transportation cost on the foreign carrier or ship **is not payable** (FTR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel authorization, if any, under par. C2001-D1.

Effective 1 March 2004

C2208 TRAIN ACCOMMODATIONS

A. Policy. The Government purchases and furnishes to official travelers, ***who travel by train, reserved coach-class accommodations except as noted in this paragraph.*** When adequate reserved coach-class accommodations are available, AO must require those accommodations be provided. For overnight travel, travelers must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

Effective 16 August 2004

B. First-class Train Accommodations Use *(See Appendix H, Part II, Section C, for a first-class decision support tool and procedures.)*

1. Authorization/Approval. *See par. C2000-A2b.*
2. Requirements. *See par. C2000-A2a.*

C. Circumstances. (OMB Bulletin 93-11, 19 April 1993) First-class train accommodations may be authorized/approved only when:

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***
2. *See par. C2000-A2c for medical reasons.*
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.
 - b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet health standards.

D. Extra-fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2208-C.

PART F: TRANSPORTATION REQUESTS

C2250 GENERAL

Passenger transportation services by common carrier may be procured through the use of U.S. Government Transportation Request (GTR) (Standard Form 1169). GTRs are issued IAW appropriate transportation regulations. GTRs are orders executed by an officially designated transportation officer or by travelers designated as acting transportation officer on common carriers for transportation expenses chargeable to the Government.

C2251 WHEN GTR'S MAY NOT BE USED

GTRs may not be used in the following instances.

1. Personal transportation services or privileges that increase or exceed the cost of those authorized when the travel is by a circuitous route for personal convenience. The traveler may not use GTR to procure transportation accommodations for the circuitous travel. However, a common carrier ticket procured by GTR for travel at Government expense may be reissued for a common carrier ticket to travel by a circuitous route for personal reasons. In these instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience is the personal financial responsibility of the traveler. Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, is the personal financial responsibility of the traveler.

2. Individually procured taxicab, airport limousine, intra-city transit, rental automobiles, or other for-hire automobile services.

3. Payment of toll road or toll bridge charges.

- *4. Passenger transportation services costing \$10 or less, excluding Federal transportation tax, unless justified by special circumstances.

C2253 WHEN GTR'S NOT AVAILABLE

In an emergency, when GTRs are not available, the traveler may pay for the transportation and file a claim for reimbursement, or may telegraph or telephone an administrative official who directs travel to request a GTR be issued to cover the trip. The GTR is deposited by the administrative official with the agent of the carrier at the point of issue. Such agent is asked to telegraph the agent from whom the ticket is to be obtained that a GTR to cover the travel has been received. The latter agent shall then furnish the ticket to the traveler.

C2254 ACTING TRANSPORTATION OFFICER

When official determination is made it is desirable for the traveler to issue GTRs for TDY travel, the travel order shall designate the traveler as acting transportation officer. The number of employees so designated is held to a minimum, consistent with absolute necessity. For the additional requirements incident to such designation, see the regulations of the separate departments.

C2255 LOST OR STOLEN GTR'S

When a GTR in the possession of a traveler or other accountable person is lost or stolen, an immediate report is made to the proper official in the manner prescribed by the regulations of the separate departments. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers shall be promptly notified. A GTR which is recovered after it has been reported lost shall not be used but shall be sent to the transportation office. A traveler may be held liable for any expenditure by the Government caused through negligence on the traveler's part in safeguarding GTRs.

C2256 LOST/STOLEN/UNUSED TRANSPORTATION TICKETS

Travelers must guard transportation tickets carefully. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the proper official IAW the DoD component's regulations. The traveler is financially responsible to purchase a replacement ticket. See par. C1320 for reimbursement involving lost/stolen tickets. Also, travelers must return unused transportation tickets to the CTO.

NOTE: *Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DoD component procedures (see DoD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.*

PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE BAGGAGE

A. General. The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariff. Weight limitations for free checkable baggage for the different transportation modes are as stipulated in pars. C2300-B, C2300-C, C2300-D, and C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable baggage is allowed on each full ticket and 75 pounds of free checkable baggage is allowed on each half-fare ticket. For travel in connection with transoceanic travel, 350 pounds of free checkable baggage is allowed on each full ticket and 175 pounds of free checkable baggage is allowed on each half-fare ticket.

C. Commercial Aircraft

1. Travel within CONUS. Free checkable baggage applies to employees performing official travel within CONUS. Generally, most domestic carriers authorize free baggage on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent and TDY traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the piece baggage plan, carrier's tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked carry-on baggage allowable as free baggage. Carrier's tariffs should be consulted in this connection.

2. OCONUS Travel. Free baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

a. U.S. Flag Carriers (Including Conventional Premium Class and Coach Class). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Sixty-six pounds are allowed when traveling in premium class accommodations; 44 pounds when traveling in coach class.

D. AMC Procured Airlift (Including Categories A, B, and M)

1. Checked Baggage

a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.

b. Each piece must not exceed 62 linear inches (L + W + H).

c. An oversized bag such as duffel bag, sea bag or B-4 bag may be substituted for one checked piece.

d. Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger.

- e. Items exceeding 100 pounds are not accepted.

2. Carry-on Baggage

- a. Each passenger is permitted to hand carry one article for storage in the passenger cabin area.
- b. The weight of this item is not part of the passenger's checked baggage authorization.
- c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.
- d. Carry-on baggage may not exceed 45 linear inches.

NOTE: For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website:
<http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf>

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds is allowed for the employee and each dependent 12 years of age or over and 175 pounds is allowed for each dependent under 12 years of age.

C2302 EXCESS BAGGAGE

Baggage in excess of the weight, size, or number of pieces carried free by transportation modes is classified as excess baggage. ***Excess baggage does not include pets.*** Excess baggage charges are allowed only when authorized/approved (for TDY) or approved (for PCS/TCS). ***NOTE: Travelers should be financially prepared to pay for excess baggage charges.***

See par. C1410-C2 regarding excess baggage on PCS/TCS moves. See par. C1410-B4h regarding excess baggage on TDY travel.

C2303 PUBLIC PROPERTY

Public property which cannot be transported as baggage will, when authorized, be shipped in accordance with the regulations of the separate departments.

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

A. Free Checkable Baggage. Allowances for free checkable baggage stipulated in par. C2300 are in addition to HHG weight allowances.

B. Expedited Shipments. The weight of expedited shipments will be a part of the maximum weight allowance for HHG when permanent duty travel is involved.

C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight. See also JTR, par. C4720-A11.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

C2305 RENEWAL AGREEMENT TRAVEL (RAT)

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to the actual residence for the purpose of taking leave between overseas tours of duty must not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under age 12 when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense must not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount is gross weight. If it is shipped as unaccompanied baggage, the authorized amount is net weight. Overseas commanders must hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel authorization for shipment at Government expense to, from, and between POEs. The shipment of HHG at Government expense as baggage is prohibited in connection with RAT. Baggage allowance is limited to personal clothing and articles necessary for the trip.

Effective 27 December 2004

***C2306 UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized unaccompanied baggage (see the definition in Appendix A) shipment of 350 pounds net weight (see par. C5160-B). Shipment must be made by the least costly transportation mode that meets the student dependent's needs. During a student's annual trip between the school and the employee's PDS, an employee may have the student's unaccompanied baggage commercially stored in the school's vicinity instead of transporting the unaccompanied baggage. The funding DoD component may pay directly, or an employee may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation of the stored weight NTE 350 pounds. *The employee is financially responsible for any overweight unaccompanied baggage during educational travel.*

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. *Failure to observe this rule results in any excess cost to the Government being charged to the employee.*

Effective 26 July 2004

C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE

A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. Shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be authorized to ship under the provisions of par. C2305.

NOTE: See JTR, par. C5160-B for unaccompanied baggage in connection with permanent duty travel.

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT OR TDY LOCATION

C2400 GENERAL

A. Authorization/Approval Authority. When it is determined to be advantageous to the Government, officials designated by the Service/Defense Agency concerned may authorize/approve reimbursement for transportation expenses necessarily incurred by employees conducting official business in the local area of their permanent and TDY stations as stated in this Part. These expenses are those not specifically included in travel under orders as provided in this Chapter.

B. Local Area. The area in which transportation expenses may be authorized/approved shall be:

1. within the limits of the duty station (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers;
2. within a local commuting area of the duty station, the boundaries which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or
3. separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Approval. Activity commanders shall designate in writing appropriate personnel at staff organization level who shall authorize/approve the use of local transportation facilities by employees, other than those under official travel orders, in the performance of official business. These officials also are responsible for furnishing public carrier tokens or tickets, when appropriate; for making a determination of advantage to the Government; and for approving reimbursement claims when persons incur expense for authorized local transportation.

C2401 TRAVEL IN AND AROUND PDS

A. General. Reimbursement for transportation expenses in the area of the PDS may be authorized/approved for travel between:

1. office or duty point and another place of business;
2. places of business; or
3. residence and place of business other than office or duty point.

B. Travel by Commercial Means. When authorized/approved, an employee who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares and transportation-related tips; and
3. hire and operation of a special conveyance including necessary parking fees.

C. Use of POC between Residence or PDS and Alternate Work Site within the Local Area. When use of a POC is authorized/approved for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance. For travel to and from a transportation terminal, par. C4657 applies.

*D. Use of POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a traveler's residence and one or more alternate work sites within the local area, the traveler is paid:

1. mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the traveler's commuting distance to the regular place of work;
2. actual cost of necessary POC parking; and
3. cost of local public transportation when tokens, tickets or cash fares are not furnished.

EXAMPLE 1

Employee's one-way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles, upon completion of work employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles, upon completion of work employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles, upon completion of work employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Employee's one-way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Employee's one-way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

Employee's one-way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

C2402 TRAVEL AT THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

B. Conditions of Entitlement. When an employee is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the AO may authorize reimbursement for travel as indicated. The employee must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Employees may be reimbursed for:

1. round trips daily as required between lodging and place of duty; and
2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Travel by Commercial Means. When authorized/approved, an employee who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares and transportation-related tips; and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. POC Travel. When the conditions of par. C2402-B are met, and if authorized/approved as being advantageous to the Government, an employee who travels by POC in and around the TDY station is entitled to reimbursement at the applicable mileage rate for the distance the POC was used for travel on official purposes (see par. C2050).

**C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY AUTHORIZED WORK OUTSIDE
REGULARLY SCHEDULED WORKING HOURS**

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by an employee between the office or duty point and place of abode may be authorized/approved when the following conditions are met:

1. employee is dependent on public transportation for such travel,
2. employee is officially authorized to work outside of regular working hours, and

3. travel is during hours of infrequently scheduled public transportation or darkness.

*Reimbursement for taxicab fares may be authorized/approved by the official who authorized duty outside the regular working hours or by the employee's supervisor, if such authority has been delegated. There may be a requirement in finance regulations that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher. Reimbursable expenses include transportation-related tips (see par. C1410-A11).

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

Preparation of vouchers and supporting documents must be as prescribed by the Service/Defense Agency concerned. If the employee was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

PART I: MILEAGE RATES***C2500 TDY & LOCAL TRAVEL**

Effective 4 February 2005 the TDY mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$1.07
Automobile	\$0.405
Motorcycle	\$0.305
POC Use instead of a Gov't-furnished vehicle when use of a Gov't-furnished vehicle is advantageous to the Gov't	\$0.285
Partial reimbursement for POC use when employee is committed to use a Gov't-owned automobile or would not normally be authorized to use a POC due to availability of a Gov't automobile	\$0.105

NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a TDY mileage basis. See par. C2162-B.

C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which mileage may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); *and*
2. Number of authorized travelers transported.

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2159-C) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

Effective 1 October 2004

NOTE: See par. C5050-A2 if more than one employee travels as an authorized traveler in a POC.

C2510 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

Effective 18 June 2002

PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES

***C2600 GENERAL**

Army, Navy, Air Force, and Marine Corps civilian employees are to be reimbursed for that portion of their monthly parking expenses in excess of \$25 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions (\$185 in 2002). This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where they are assigned to duty:

1. as a recruiter for any of the armed forces;
2. at an armed forces military entrance processing facility; or
3. while detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: monthly parking expenses of \$135.00 would warrant reimbursement of \$110.00 while monthly parking expenses of \$320.00 would warrant reimbursement of \$185.00. Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority.

CHAPTER 3 TRAVEL AUTHORIZATIONS

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CHAPTER 3 -TRAVEL AUTHORIZATIONS

PART A: DELEGATION OF AUTHORITY

****ONLY THE OFFICIALS LISTED IN PAR. C2204-B MAY AUTHORIZE/APPROVE PREMIUM-CLASS AIR ACCOMMODATIONS.***

C3000 WHO MAY ISSUE TRAVEL AUTHORIZATIONS (FTR §301-71.104)

Authority to issue travel authorizations within the Departments of the Army, Navy and Air Force is delegated, and may be re-delegated, as shown in the following tables. Authority to issue travel authorizations within DoD components other than Departments of the Army, Navy and Air Force is as delegated by the head of each component. One authorizing/order-issuing official may ask another to issue an authorization. The requesting official must provide the required information and accounting data. Specific travel authorization-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of travel authorization-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel authorizations. See Chapter 4, Part M and Appendix L for AEA information.

DEPARTMENT OF THE ARMY

(“X” indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of Major Army Commands (includes components of Combatant Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY travel authorizations for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel authorizations by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior approval of the Chief, National Guard Bureau is required to issue blanket TDY travel authorizations. **NOTE: Blanket travel authorizations are not used in DTS.**

5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate authority to issue permanent duty travel authorizations. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty. These officials may re-delegate authority to issue permanent duty travel authorizations. The gaining activity is responsible for travel authorization issuance but may request the losing activity to issue the travel authorization.

DEPARTMENT OF THE NAVY

(“X” indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	<u>TDY Travel</u> 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Directors, Naval Training Aids Centers	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officers/Executive Officers and Heads of Activities of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representatives of OCONUS and Return Placement Staff		X		
Directors of Civilian Personnel and Industrial Relations Officers		X	X	
Industrial Relations Officers and Directors of Industrial Relations Divisions in all MSC Commands and Recruiting Representatives, Military Sealift Command	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Svcs, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning official visits to military installations and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ Officials authorized to issue TDY travel authorizations and ITOs may delegate in writing to a subordinate official the authority to sign such authorizations “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ Officials authorized to issue agreements or permanent duty travel authorizations may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the agreement or travel authorizations as “acting.”

4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.

5/ The heads of Navy commands/activities have authority to authorize long-term TDY for up to 12 months.

***DEPARTMENT OF THE AIR FORCE**

(“x” INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel	Invitational Travel
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U. S. Air Force	X 4/	X 6/	X
Commander, Major Air Command	X 5/	X 6/	X 7/
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of The respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior approval by the major air command concerned is required for TDY assignments in excess of 179 days. Approval authority may be re-delegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue blanket TDY travel authorizations for employees of the Office of the Secretary of the Air Force. **NOTE:** ***Blanket travel authorizations are not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue blanket TDY travel authorizations for civilian personnel of Headquarters, U.S. Air Force. **NOTE:** ***Blanket travel authorizations are not used in DTS.***

5/ Prior authorization of the major command concerned is required to issue blanket TDY travel authorizations. However, approval authority may be re-delegated to lower echelons if desired. Approval may be for a specific project or period of time, or without limitation when justified. **NOTE:** ***Blanket travel authorizations are not used in DTS.***

6/ Responsibility for the issuance of PCS travel authorizations belongs to commanders who have received delegated authority to fill positions, commanders who are responsible for filling requisition and processing appointments OCONUS, commanders of activities in which one individual is employed, or commanders of gaining activities, as appropriate, with regard to the type of PCS travel involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel authorization issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

PART B: GENERAL CONDITIONS

C3050 AUTHORIZATION IN WRITING (FTR §301-71.107)

A. Policy. A travel authorization must be a written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. It should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purposes. (FTR §301-71.100) The purposes of travel authorizations are to:

1. Provide the traveler information regarding what expenses are to be paid;
2. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
3. Provide necessary financial information for budgetary planning; and
4. Identify the travel purpose.

C. Prohibition. *Travel authorizations shall not be issued for reporting to the first PDS for duty except as provided in Chapter 4, or for pre-employment interviews or examination except as provided in Chapter 6.*

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, authorization by a travel-approving/directing official may be oral, by letter or message, or by travel authorization if deemed appropriate for fund approval purposes. Ordinarily, travel authorizations are not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement. If a travel authorization is not issued, approval on a claim voucher should suffice for reimbursement purposes.

E. Sea Trial Travel Authorizations. Instead of individual travel authorizations, a travel authorization may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel authorization must show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the travel authorization must be given to each employee concerned.

C3051 CONFIRMATORY TRAVEL AUTHORIZATION

If official travel begins or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization.

*C3052 BLANKET TRAVEL AUTHORIZATION

Blanket TDY travel authorizations may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization,

1. is limited to use within a stated geographical area,
2. is limited to a time period within a fiscal year,
3. must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. can only authorize economy-class travel. *If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. **NOTE: Blanket travel authorizations are not used in DTS.**

C3053 TRAVEL AUTHORIZATION AMENDMENT

A. Policy. An issued travel authorization may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. recognize an essential aspect of travel not known in advance,
2. change the period or place of TDY assignment,
3. include omitted pertinent information,
4. change allowances for unperformed travel or duty, and/or
5. correct erroneous information or clerical errors that do not affect reimbursement retroactively.

B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of “authorize” and “approve”. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel authorization to create, change, or deny an entitlement. Except to correct or to complete a travel authorization to show the original intent, a travel authorization shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). ***(Ex: It would be improper to amend a travel authorization to 'un-authorize' POC travel after travel had been completed that the travel authorization had clearly permitted POC use.)*** See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

D. How to Amend a Travel Authorization

1. General. A travel authorization is amended by issuing an appropriate document citing the original travel authorization by number, and stating the pertinent changes, additions or deletions, and effective date(s).
2. Responsible Officials. The AO directing an employee's travel is responsible for amending a travel authorization. Before issuing a travel authorization amendment involving the expenditure of additional funds, authorization is required from the official whose funds are affected. Any official with delegated authority to issue travel authorizations (see par. C3000) may issue an approved amendment.

C3054 RESCINDING A TRAVEL AUTHORIZATION

If an employee has traveled (or incurred expenses that must be reimbursed) under an issued travel authorization, it may not be rescinded. However, a travel authorization may be rescinded insofar as it applies to unperformed authorized travel.

C3055 NUMBERING TRAVEL AUTHORIZATIONS

Strict administrative control must be maintained over the issuance of travel authorizations. Each authorized issuing office must assign an identifying number or symbol to each travel authorization and cite it as reference in related documents and records when necessary. Authorization identification must be as prescribed in Service regulations.

C3056 AUTHORIZATION (AUTHENTICATION) OF TRAVEL AUTHORIZATIONS (FTR §301-71.3)

A travel authorization is “authorized” or “authenticated” by affixing the seal or signature of the authorizing/order-issuing official. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

C3057 DISTRIBUTION

The required number of copies of a travel authorization for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that travelers may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;
2. travel advances;
3. HHG transportation and/or storage;
4. transportation of unaccompanied dependents;
5. transportation by Military Sealift Command (5 copies);
6. transportation by Air Mobility Command (3 copies);
7. immunization, passport, and visa (including green cards) (see par. C1415); and
8. administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

C3058 UNUSED TRAVEL AUTHORIZATIONS

Unused travel authorizations must be returned promptly to the AO with an appropriate explanation. That official must have the travel authorization canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

***C3059 STATEMENTS REQUIRED ON TRAVEL AUTHORIZATIONS**

A travel authorization that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR, 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel authorization to expedite processing at rental location).

PART C: TRAVEL AUTHORIZATION CONTENT

C3100 FORM OF REQUEST

Use the travel authorization forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)

Effective 16 August 2004

A. General Information. The following information must be included on all travel authorizations:

NOTE: See par. C2000-A2 NOTE, if premium-class accommodations are authorized.

1. Employee's name;
2. AOs signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." (DoDFMR, Vol. 9, paragraph 030301.B.1); (*See <http://www.dtic.mil/comptroller/fmr/>*)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (*See <http://www.dtic.mil/comptroller/fmr/>*);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (*See <http://www.dtic.mil/comptroller/fmr/>*);
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (*Website at: <http://www.dtic.mil/comptroller/fmr/>*);
11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. ***NOTE: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***

*12. A statement that if there is a GSA contract city-pair airfare between an official-travel origin and official travel destination, it should be used unless one of the 5 reasons in Appendix P, Part I-A5 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair airfare is to be used for the reason in Appendix P, Part I (e.g., "Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination "XXX" on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time."); and

Effective 1 July 2004

13. A statement indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

B. Specific Authorization or Approval. (FTR §301-71.105) The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2208);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel; and
7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel authorization, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization under which dependents travel;
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

C3102 BLANKET TDY TRAVEL

A blanket TDY travel authorization must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. That the travel type is “blanket TDY travel”;
2. That the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. Of the general geographic area limitations;
4. Of a specific period of time within a fiscal year;
5. Of the reason(s) for this type of travel;
6. Designating the traveler as an acting transportation officer, if applicable;
7. Authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. Authorizing excess baggage, if necessary; and
9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: *Blanket travel authorizations are not used in DTS.*

NOTE 2: *A blanket travel authorization must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for specific trips, an amendment to the authorization for each such trip must be issued.*

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 USC §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. **NOTE:** *This use of ITAs does not apply to contractors.*

C3104 PCS TRAVEL

A. General. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A travel authorization for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. In all cases:
 - a. Naming the old and new PDSs and their locations;
 - b. Of the reporting date at the new PDS; and
2. If applicable:
 - a. Names and relationships of eligible dependents and children's birth dates who are authorized travel;
 - b. That dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. That excess baggage transportation costs may be approved only after PCS travel (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11);
 - d. Of the maximum HHG weight the employee may transport including:
 - (1) Temporary storage authority;
 - (2) HHG shipment origin and/or destination points (when different from the employee's);
 - (3) The shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - (4) (for Government-arranged moves) How the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
 - e. That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
 - f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. CONUS PCS Travel. A travel authorization for a CONUS to CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. That the travel type is "PCS travel," and
2. If applicable:
 - a. That a transportation agreement has been signed (see par. C4001);
 - b. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

- c. Authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
- d. Authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
- e. Authorizing real estate and unexpired lease expenses;
- f. Authorizing special conveyance use for PCS travel;
- g. That transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
- h. Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

Effective 1 September 2002

- i. That a home marketing incentive payment is authorized if earned in accordance with Chapter 15, Part C;
- j. That a reduction in force or function transfer is due to base closure if such is the case; and

Effective 19 June 2003

- k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization amendment after the fact.

Effective 19 June 2003

C. First Duty Station for Appointees. A travel authorization to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

- 1. That the travel type is "travel to first duty station (5 USC §5723)";
- 2. Of the date the required transportation agreement is signed;
- 3. Of the actual residence;
- 4. Of the position title and grade to which appointed;
- 5. If transportation of POV(s) within CONUS is authorized as more advantageous; and
- 6. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization amendment after the fact.

D. OCONUS Permanent Duty Travel

- 1. General. Travel authorizations for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. That the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C5000);
- b. Of the actual residence, as appropriate;
- c. Of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. Of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. For POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
- g. Prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. Of the maximum HHG weight the employee may transport or store; and
 - (1) Any weight limitation imposed by the OCONUS command;
 - (2) The weight allowance for consumables if authorized (par. C5154-D and Appendix F);
 - (3) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
 - (4) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- i. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- j. Of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
- k. Whether or not a POV shipment is authorized;
- l. If ocean-going car ferries are authorized (see par. C2166);
- m. If applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;

- n. If property management services are authorized; and
- o. If TQSA and/or FTASE are authorized.

2. Conditions Related to RAT. For OCONUS RAT, the travel authorization also must include a statement:

- a. Authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
- b. Of the number of leave days granted;
- c. That "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
- d. Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
- e. Of the reporting date for duty at the OCONUS PDS following authorized absence;
- f. Of baggage weight limits;
- g. Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;
- h. Of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
- i. Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

A. Events Requiring a Travel Authorization. A separate travel authorization is required to:

- 1. Assign the employee from the PDS to the TCS;
- 2. Return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
- 3. Assign the TCS point as the new PDS; and
- 4. Authorize the employee to return to the former PDS (par. C5720-B1).

B. Travel Authorization Content. Each travel authorization must reference any prior TCS travel authorizations to which it is related. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization must contain the same basic information prescribed in par. C3151, plus a statement:

- 1. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;

2. Of the PDS(s) and TCS involved and locations;
3. Of the TCS/PDS reporting date; and if applicable;
4. Of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
6. That excess baggage transportation costs may be approved only after TCS travel (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11).;
7. Of the maximum HHG weight the employee may transport;
 - a. Of temporary storage authority;
 - b. Of HHG origin or destination points (when different from the employee's);
 - c. Of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - d. How the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. If TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
11. Of transportation modes (see par. C3151);
12. Prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

15. Whether or not POV shipment is authorized; and
16. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel authorization must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of travel, i.e., “invitational travel”;
3. Traveler’s name and position title and employer, if applicable;
4. Traveler’s home address;
5. Traveler’s business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, and limitations; and
15. Travel approving/directing official’s name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. **NOTE: Contractors are NOT employees for the purpose of the JTR.**

C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT

See par. C6250.

PART D: TRAVEL AUTHORIZATION PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEML R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Effective 18 January 2005

*Item 13, Per Diem--When per diem under the 'Lodgings-Plus' method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "Other Rate of Per Diem (Specify)" and enter the appropriate rate information. For example:

(a) Reduced Per Diem Rates - check block 13b "Other Rate of Per Diem (Specify) _____"

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed rate \$48."

Other Examples:

When the 55% rate prescribed for a long-term TDY (par. C4561-D) or training assignment (par. C4530-D1a) would normally apply, but a reduced or higher per diem rate is justified and authorized instead under JTR, pars. C4530-D2, C4561-B, and C4550, the entry should reflect the actual rate authorized, for example "Fixed rate \$56"

When anticipated expenses justify a lower per diem rate and a fixed rate of \$60 is authorized under JTR, par. C4550-B; the entry should be "Fixed rate \$60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C & C4550-D) for the rate shown.

(b) Conference Lodging Allowance Rates - check block 13b "Other Rate of Per Diem (Specify) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Effective 16 August 2004

Item 16. May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement should be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." The statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.*** Other examples:

- (a) Include the statement "_____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess baggage is authorized.
- (b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.
- (c) When a travel authorization authorizes:

Effective 16 August 2004

- (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B; or
 - (2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
 - (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
 - (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
 - (g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
 - (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
 - *(i) Cite par. C6150 or C6151 when traveling as an escort or an attendant for a Service member's dependents.
 - (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD’s interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: ***“Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

(p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

NOTICE: Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information, contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

(q) Include the constructed common carrier cost when the employee is traveling by POC not advantageous to the government.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when travelers are permitted to be travel requesting officials for their own travel authorizations.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, AO (Title and Signature). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the title and signature of the AO.

Item 22, Travel Authorization Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the AO (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the AO (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. ***(See par. C3105-B.)*** DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.

B. Preparation of DD Form 1614. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any PCS allowances advance in Item 16 must be computed in accordance with Service finance policy.

Effective 20 September 2004.

*Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned.

Please ensure that funds are obligated against the PCS/TCS travel authorization. For Transportation Account Codes (TACs) for DoD personnel see DoD 4500.9-R, Volume 2. TAC codes: Army see website https://www.daas.dla.mil/tac_inq/tac_menu.html, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

Item 23, (Travel-)Approving(/Directing) Official—See Appendix A. Show the name of the individual who directs and approves/disapproves travel requests, and vouchers prior to claim settlement in addition to that individual's title and signature.

Item 24, AO--See Appendix A. Show the authorization-issuing organization and address in addition to the title and signature of the AO.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.
- (c) When a travel authorization authorizes:

(1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B. or

(2) Business-class air accommodations, include the statement: "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section A.

(3) When the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government. This helps to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the mode otherwise apparently most advantageous to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

(d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(e) Include the issuing CPO's name, address, and PoC with phone number and DSN (including area code for each).

Effective 26 September 2002

(f) When the cost of paper tickets (when electronic tickets are available) is authorized.

(g) When travel is by POC (specifically by privately owned boat) and not advantageous to the Government, a statement must be placed on the travel authorization that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). See par. C2165.

(h) A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11).

(i) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

NOTICE: Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

C. Distribution. See par. C3057.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

CHAPTER 4

EMPLOYEE TRAVEL

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C4001 AGREEMENTS FOR TRAVEL AND TRANSPORTATION ALLOWANCES

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel and transportation allowances in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel and transportation allowances. The completion of the period of service specified in the agreement establishes eligibility for travel and transportation allowances and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority. All or a portion of these travel and transportation allowances may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED

A. General. Transportation agreements must be negotiated with the following:

1. A new appointee (including a student trainee when assigned on completion of college work) to a first PDS;
2. An employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;
3. A new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
4. An employee transferred to and within the CONUS;

5. An employee transferred to an OCONUS PDS; and
6. An employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

a. Transportation Agreement Purpose for Locally Hired Employees. *A transportation agreement for a locally hired employee is not an entitlement.* The transportation agreement for a locally hired employee is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in CONUS or in a non-foreign OCONUS area, outside the geographical locality of the PDS, to accept Federal employment in a foreign or nonforeign OCONUS area. *Individuals must not automatically be granted agreements simply because they meet eligibility requirements.*

b. Negotiating a Transportation Agreement with a Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS area PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel and transportation allowances. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Authorization. An OCONUS locally hired traveler who is granted a transportation agreement is authorized the same travel and transportation allowances as a traveler transferred or appointed from CONUS. Pars. C7002-B3 and C5180-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS. Par. C5212-A5 prohibits POV transportation for local hires in some instances.

2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

- (1) A member of the U.S. Armed Forces separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, provided that the former military member is appointed to a vacant

appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to CONUS or to a non-foreign OCONUS area accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

- (a) Recruited in CONUS or in a non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,
- (b) Committed to a specific vacant position before separation from prior employment, and
- (c) Is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued Government employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from CONUS or from a non-foreign OCONUS area or from a different foreign OCONUS area to fill the position involved unless an agreement is offered to a locally

hired candidate; ***NOTE: A locally hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) At the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in CONUS or in a non-foreign OCONUS area. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when they satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C5542.

B. Married Employees. Except as provided in par. C4003-C, when a husband and wife are both employed in the same OCONUS locality by the same or different Government departments, a renewal agreement is negotiated either with:

1. Each separately (if this option is elected, the other employee may not be treated as a spouse and other members of the household may not benefit twice); or
2. One as head of the household and the other treated as a spouse.

The couple must elect either alternative 1 or 2 in a writing signed by both husband and wife. A copy is filed in each employee's personnel folder. An employee who elects travel and transportation allowances as a spouse under alternative 2 does not thereby forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement. Where the spouses have independently earned travel and transportation allowances, have elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal service, the still-employed spouse may revert to the agreement in force prior to the election. That spouse also may negotiate an agreement for renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C4003-C2 and C4003-C3.
2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:
 - a. Member of the Uniformed Services,

- b. Member of the Foreign Service of the Department of State,
- c. Private individual,
- d. Employee of a private individual, or
- e. Employee of a non-Federal organization.

3. Locally Hired Employee Unmarried and Under 21 Years of Age. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

- a. Member of the Uniformed Services,
- b. Member of the Foreign Service of the Department of State,
- c. Federal Government civilian employee,
- d. Private individual,
- e. Employee of a private individual, or
- f. Employee of a non-Federal organization.

C4004 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees) Travel to First PDS. When transportation is authorized by a DoD component, transportation to the first PDS is limited to movement from the appointee's actual residence at the time of selection/assignment. The actual residence is the location at which an individual lived for some time before selection for the appointment/assignment. If the appointee claims some other location as the actual residence at the time of selection, the burden of proof is on the appointee to show that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General. The actual residence must be determined at the time an individual is initially appointed or transferred to an OCONUS PDS. The Government's obligation for travel and transportation allowances\ for travel to an OCONUS PDS upon assignment, round trip travel and transportation allowances under a renewal agreement, or return travel and transportation allowances for separation is limited to movement to or from an employee's actual residence at the time of assignment to OCONUS duty. If, at the time of appointment, the employee is in the OCONUS area as a tourist or for other reasons that are of a temporary or intermittent nature, the employee subsequently may become eligible for return travel and transportation allowances or tour renewal

agreement travel. Eligibility for these travel and transportation allowances generally is determined by the designation of the actual residence, which should be based on all factual circumstances of each case. Before an agreement is negotiated, the employment office must make every effort to ascertain and state in the agreement the correct actual residence. The same actual residence shown in an employee's initial agreement must be stated in a renewal agreement unless it is determined that an error was made in the employee's actual residence when the initial agreement was executed. In that event, the correct actual residence must be determined and stated in the renewal agreement and an explanation made a matter of record with the renewal agreement.

2. Factors for Consideration. The actual residence is the fixed or residence, ordinarily, where dependents and HHG are maintained at the time of an individual's appointment or transfer to an OCONUS position. Generally, the actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an appointee or employee to specify a location as actual residence that is not justified under the circumstances, an intention to establish residence at a certain location, or a desire to visit some place, cannot be a basis for designating that place as the actual residence for travel and transportation allowances purposes. All available facts concerning the employee's residence before assignment to OCONUS duty must be considered carefully, including:

- a. Home ownership;
- b. Previous residence;
- c. Temporary employment in city from which recruited;
- d. Employment requiring residence apart from the family;
- e. The employee's voting residence; and
- f. The jurisdiction(s) to which the employee pays taxes.

Additional factors in the case of a local hire are:

- a. The length of absence from the claimed place of residence;
- b. The reasons for such absence; and
- c. Whether a residence has in fact been maintained to which the person expects to return.

The fact that a person has actually established residence locally OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence might negate a claim of actual residence in CONUS or in a non-foreign OCONUS area (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)). Additionally, the conditions in par. C4002-B are used in determining actual residence in CONUS or in a non-foreign OCONUS area.

3. Documentation. The information developed concerning the actual residence must be placed in the employee's official personnel folder.

4. Change in Actual Residence. Where actual residence has been determined in accordance with par. C4004-B2, no change is authorized during a continuous period of overseas service and none may be approved except in case of an error (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)). In the event of an error, the appropriate agreement must be corrected to show the employee's correct actual residence.

C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)

A. Transfers to and within CONUS. The tour of duty in connection with transfers to or between PDSs within CONUS is 12 months.

B. Appointment to First PDS. The tour of duty for first PDS travel in connection with appointment/assignment to first PDS in the CONUS or in a non-foreign OCONUS area is 12 months.

C. OCONUS Employment

1. General

a. OCONUS Tours of Duty. To the fullest practicable extent, tours of duty established by ASD (FM&P) for DoD civilian employees in OCONUS localities are uniform within each area. Standard tours of duty are 36 months under initial, and 24 months under renewal, agreements negotiated with employees assigned OCONUS. Exceptions to the standard tours of duty (specific tours) are provided in Appendix Q, pars. A, B, C and D. Appendix Q, par. E provides instructions for requesting a change in tours of duty. The initial and renewal tour lengths are the same for the non-standard tour locations listed in Appendix Q (e.g., the initial and renewal tour length are both 18 months for Greenland).

b. Administratively Reduced Tours. A tour of 24 months may be administratively reduced by 2 months for employees signing a renewal agreement to serve an additional tour at the same or another post. Similarly, the 36-month period of service prescribed under an agreement may be reduced up to 6 months for the purpose of beginning authorized renewal agreement travel, provided that the renewal agreement is for duty in a 24-month tour area. Except as provided in par. C4005-C1d, when an agreed tour of 24 or 36 months is administratively reduced, the period of service under a renewal agreement must be increased by the length of the reduction. Use of these reduced tours is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for employees having dependents attending school OCONUS.

c. Administratively Extended Tours. A 24-or 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour. Except as provided in par. C4005-C1d, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial agreement, or 12 months whichever is greater. A Component must not execute an administrative extension of an initial agreement to negate an employee's authorization for separation travel and transportation allowances. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period prescribed in the initial agreement. The administrative extension of the initial agreement must be signed by the employee and appropriate authority of the DoD component concerned. (See B-199643, 30 September 1981.)

d. Length of Renewal Tour for Employees Subject to the 5-Year OCONUS Service Limitation. When an initial agreement of 36 months is administratively reduced by a period up to 6 months for an employee subject to the 5 year OCONUS service limitation, the renewal agreement must prescribe a period of service that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave incident to the renewal agreement, equals 60 months. Likewise, a 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour, so long as the employee serves a period of at least 12 months after returning to the OCONUS area. The length of the renewal tour, however, must be established as equal to 60 months (5 years) minus the sum of (i) the period of service completed under an initial transportation agreement; (ii) the period of service completed under the administrative extension of the initial agreement, and (iii) the period of time authorized as leave incident to the renewal travel; or 12 months, whichever is greater.

e. Employees Released from 5-Year OCONUS Service Limitation. If an employee's 5-year OCONUS service limitation is extended beyond the 5-year period so the employee can perform renewal agreement travel following completion of the initial tour and an administrative extension of the initial tour (for example: 36-month initial tour plus 15-month administrative extension), the length of the renewal tour is determined in accordance with par. C4005-C1c. In this case, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial tour (example 15 months), or 12 months, whichever is greater. (In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.)

f. Employee Serves Additional Tour(s) after the 5-Year OCONUS Service Limitation. The length of renewal tour(s) served after the 5-year service limitation is determined in accordance with pars. C4005-C1b and C4005-C1c, except that a renewal tour of 12 months under which an employee is serving may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same or another post (37 Comp. Gen. 62 (1957)). DoD component policies concerning extensions in OCONUS areas beyond 5 years must be applied in conjunction with pars. C4005-C1e and par. C4005-C1f.

2. Tour of Duty Areas. See Appendix Q for tours of duty and for information about requests to establish other than standard tours of duty.

3. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for persons in teaching positions under the DoD Education Activity) from the date of employment under their own transportation agreement or a period of time which, when added to their immediate prior period of civilian or military service before signing the agreement, totals the prescribed tour of duty for the area, whichever is greater (see par. C4006-C1 for when tour of duty begins):

- a. Persons appointed by transfer from another Government agency whose immediate prior service has been in an OCONUS area and who transfer without performing renewal agreement travel;
- b. Military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;
- c. Government contractor personnel who separate locally to accept Government employment and with whom agreements are negotiated;

- d. Locally hired dependents of military or civilian employees with whom an agreement was negotiated;
- e. Persons in the employ of an international organization in which the U. S. Government participates, who are separated in OCONUS areas to accept DoD employment and with whom agreements are negotiated;
- f. Employees of nonappropriated fund activities who separate in OCONUS areas to accept other DoD employment and with whom agreements are negotiated under the conditions in par. C4002-B2a(2); and
- g. Persons re-employed from a reemployment priority list with whom agreements are negotiated as provided in par. C4002-B2a(3).

4. Reassignment or Transfer in Same Geographical Locality

- a. Without Incurring PCS Costs. When an employee is reassigned within a DoD component or transferred to another DoD component in the same OCONUS geographical locality before completing a tour of duty, without incurring PCS costs, the tour of duty specified in the transportation agreement under which the employee is serving at the time of reassignment or transfer continues in effect. At the end of the specified tour of duty, the employee is eligible for return travel and transportation allowances for separation or for the negotiation of a renewal agreement, irrespective of the length of time the employee has served the activity to which reassigned or transferred. (See par. C4011, situation 7.)
- b. PCS Costs Are Incurred. When an employee incurs PCS costs incident to a reassignment within a DoD component or transfer to another DoD component in the same OCONUS geographical locality prior to completion of the tour of duty, and at the time of reassignment or transfer, less than 12 months remain to be served under the existing transportation agreement after reporting for duty at the new duty station, a new agreement for a minimum period of 12 months' service is required for authorization for PCS allowances to the new PDS. The tour of duty specified in the transportation agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel and transportation allowances for separation or for the negotiation of a renewal agreement.

5. Reassignment to Different OCONUS Geographical Locality

- a. From PDS at which the Employee Has No Transportation Agreement. An employee, serving at an OCONUS PDS without a transportation agreement, who is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality is required to negotiate a transportation agreement obligating the employee to serve the full tour of duty prescribed for the new PDS.
- b. From PDS at which the Employee Is Serving under a Transportation Agreement. When an employee, serving under a transportation agreement at an OCONUS PDS, is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality prior to completion of a tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new tour of duty of 12 months or the difference between the tour of duty at the new PDS and the period of

service completed at the old PDS, whichever is greater. (Also see par. C5075). The new agreement concerns PCS allowances to, and any additional separation travel and transportation allowances from, the new PDS. The tour of duty specified in the agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel and transportation allowances for separation from the old PDS or for the negotiation of a renewal agreement. Before performing renewal agreement travel the employee must sign a renewal agreement to serve a tour of duty applicable for the new PDS area.

6. Employee's Services Not Needed for Entire Period of Tour of Duty. When it is known in advance that an employee's services are not needed OCONUS for the full period of the prescribed tour of duty, the employee may be employed for a lesser period without affecting travel and transportation allowances to the OCONUS PDS and return for the purpose of separation (26 Comp. Gen. 488 (1947)). The agreement, however, must prescribe a tour of duty of 12 months in accordance with 5 USC §5722. Employment may be terminated at any time during the agreed tour of duty when it is determined that the employee's services are no longer needed.

7. Effect of Increased or Decreased Tour of Duty. When an OCONUS area's tour length is increased, the tour length specified in currently assigned employees' agreements governs. The lengthened tour of duty only affects employees who execute agreements after the date the increased tour length is approved. If a tour length is decreased, the shorter tour length applies to currently assigned employees whose agreements provide for a longer tour.

C4006 DATE TOURS OF DUTY BEGIN

A. Transfer to and within CONUS. A tour of duty in connection with transfers to or between PDSs within CONUS begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty, under an agreement for travel and transportation allowances in connection with appointment to a first PDS in the U.S., begins on the date the appointee reports for duty at the PDS.

C. Employment OCONUS

1. Initial Agreement. Under an initial agreement a tour of duty begins on the date the individual:

- a. Reports at the OCONUS activity, for those recruited outside the geographical locality of the OCONUS employing activity;
- b. Begins duty for those recruited locally under an agreement; or
- c. Executes an agreement, for a locally hired married individuals in the circumstances described in par. C4002-B2a(4).

2. Renewal Agreement. A tour of duty under a renewal agreement begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty (see par. C5515-B).

C4007 VIOLATION OF AGREEMENT

An individual violates an agreement by failing to meet or comply with any of the conditions specified in it. Individuals who violate an agreement are not eligible for the travel and transportation allowances there under and/or are indebted and subject to collection action (see Part H). Violations include failure:

1. For reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;
2. To report for duty;
3. To return to country or geographical locality in which actual residence is located in connection with a renewal agreement;
4. To use travel and transportation allowances within a reasonable time after separation.

C4008 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

Individuals lose eligibility for travel and transportation allowances under an agreement and/or are indebted and subject to collection action (see Part H) for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21; or
2. Duplication of travel and transportation allowances under separate statutes.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

A. General. An employee serving under a transportation agreement at any PDS may be released from the period of service requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in par. C4009-C, the commanding officer, or designee, at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Periods of Service Requirements

1. General. Examples of acceptable reasons for release from period of service requirements include:
 - a. Illness not induced by misconduct;
 - b. Enlistment or call to active duty in the Armed Forces;
 - c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;

- d. Release for the Government's convenience (see ***NOTE***), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;
- e. Separation as a result of reduction in force;
- f. See par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.

2. **OCONUS**. In addition to the examples listed in par. C4009-B1, the following are acceptable reasons for OCONUS employees:

- a. The employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;
- b. Completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group ***NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.***; or
- c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

C. **Transfer to Other Departments or Agencies**. Except as indicated in par. C4005-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

NOTE: The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

C4010 DOCUMENTATION OF AUTHORIZATION AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS (FTR §302-2,100(e); 2.100(f))

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B).	1. No agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B).	2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit requirements (par. C4005-C3).	3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3a).	4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.

<p>6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).</p>	<p>6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).</p>	<p>7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for authorization for PCS allowances to the new PDS. A release from the period of service requirement for the Government's convenience without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p>
<p>8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>

<p>9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <i>does not perform renewal agreement travel</i> (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.</p>	<p>9. Agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the last tour completed at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the last tour completed at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example # 1:</u> An employee completed an initial tour of 18 months at the old PDS. The initial tour at the new PDS is 36 months. An agreement is required to serve 18 months from the date of reporting for duty at the new PDS.</p> <p><u>Example # 2:</u> An employee completed a renewal tour of 18 month at the old PDS. The renewal tour at the new PDS is 24 months. An agreement is required to serve 12 months at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>

C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel and transportation allowances incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be completed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C. Transportation Agreement for OCONUS Employees other than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. Employees transferred or assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. Return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

E. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 4
PART B

RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL**C4100 NOT USED (SEE CHAPTER 5, PART A)****C4107 NOT USED (SEE CHAPTER 5, PART M)****C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**

Title 5 USC §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel allowances under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents must be in accordance with OPM regulations in CFR, Part 5, Chapter 334. **NOTE:** See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.

C4113 TDY STATION BECOMES PDS

A. Per Diem Ends upon Notification of Transfer. Generally, when an employee is transferred for permanent duty to a place at which the employee is already on TDY, the transfer is effective for per diem purposes on the date the employee receives definite notice, whether formal or informal, of the transfer. Per diem stops on the date the employee receives the notice. This, however, does not apply if the employee performs a TDY period or periods at the new PDS between the time the employee receives definite notice of the transfer (ex: 1 September 2003) and the effective date of the transfer (ex: 30 September 2003) if such period or periods are terminated by a return to the old PDS at which the employee performs substantial duty (B-214966, 27 December 1984).

NOTE: *An employee’s per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee’s TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.*

Effective 8 June 2004

*B. PCS Allowances. An employee on TDY at a location that becomes the employee’s PDS is authorized PCS allowances if the transfer is in the Government’s interest. Par. C5070 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and house-hunting trip) that may be authorized.

C. Return to Old PDS. Return travel to the old PDS from the TDY location, or new PDS when an employee is transferred in the Government’s interest to the TDY location, may be authorized/approved at Government expense (B-169392, 28 October 1976) as indicated in pars. C4113-C1 and C4113-C2.

1. Return to the Old PDS before the Date on which the TDY Location Becomes the Employee’s New PDS. When return travel from the TDY location to the old PDS, **before the date on which the TDY location becomes the employee’s new PDS**, is authorized/approved, the employee is authorized:

a. return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be advantageous to the Government plus per diem for the return trip payable in connection with return from TDY; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS.

When return travel from the new PDS to the old PDS, *after the date on which the TDY location becomes the employee's new PDS*, is authorized/approved, the travel is PCS travel (B-169392, 28 October 1976) and the employee is authorized:

a. transportation under the PCS travel authorization to the old PDS, or reimbursement on a PCS mileage basis for POC use at the one person rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable in connection with PCS travel; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

D. Per Diem at the Old PDS. Return to the old PDS before the date that the employee's TDY location becomes the employee's PDS is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS. Return transportation to the old PDS after the date on which the TDY location becomes the employee's PDS is authorized as PCS travel and per diem at the old PDS is not authorized in connection with such travel.

E. Guidance in Comptroller General and GSBICA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBICA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBICA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a, above.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS travel authorization should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982. An employee stationed in Washington, D.C., who performed intermittent TDY in Hines, Illinois, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY travel authorization to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, D.C.

8. B-213742, 5 August 1985. Since employee was notified, while at a TDY station (Washington, D.C.), that Washington, D.C., had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, D.C., and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985). An employee received travel and per diem during an alleged 6-month detail in Washington, D.C., and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by privately owned vehicle to retrieve stored household goods. The employee is authorized en route per diem and PCS mileage expenses for the round-trip since relocation travel by privately owned vehicle is deemed advantageous to the Government.

11. B-253033, 16 November 1993. An employee's official duty station was Salt Lake City, Utah. The employee was on a TDY assignment in San Bernardino, California, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The effective date of transfer for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

CHAPTER 4

PART D

RESERVED

(SEE CHAPTER 5, PART K)

CHAPTER 4
PART F
RESERVED

CHAPTER 4
PART G
RESERVED

PART H: AGREEMENT VIOLATIONS

C4350 RESPONSIBILITIES

A. Employee. An employee is responsible to carry out the mission for which travel is undertaken. An employee, who does not report to the designated PDS or, who, upon arrival there, refuses to perform the mission or resigns, shall reimburse the Government for the PDT travel and transportation allowances paid. Under certain other circumstances described in this Part, an employee may become indebted to the Government for the payment of travel expenses.

B. Various Officials. Officials responsible for directing travel and/or approving reimbursement also are responsible for ensuring that funds are used for official travel purposes and in accordance with the conditions prescribed.

C. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. notify the finance, fiscal, or disbursing officer when an employee violates a transportation agreement;
2. ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance, fiscal or disbursing officer.

D. Finance, Fiscal, or Disbursing Officer

1. Entitlement Determination. The appropriate finance, fiscal or disbursing officer must determine an employee's travel and transportation allowances under this Part. Determination must be made prior to processing the employee's separation. Travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity where the violation occurred.
2. Statement of Liability or Credit. In each transportation agreement violation instance, the finance, fiscal or disbursing officer must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, credits (and an explanation of how the credits may be used or applied), and other obligations, as provided in this Part. A copy must be sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee should be informed of the right to file a claim if the employee disagrees with the statement of liability or credit. A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.
3. Collection. If the finance, fiscal or disbursing officer determines that an employee is indebted to the Government, the officer must immediately initiate collection action.

C4351 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

*A. General. A transportation agreement provision requiring service for 12 months following the effective date of transfer is not voided by a subsequent transfer within that period, whether at the employee's request or in the Government's interest. The provision is also not voided when the employee signs another transportation agreement incident to a subsequent transfer. The employee's financial responsibility to the Government for travel and transportation PCS allowances and cost is determined separately under each transportation agreement, as illustrated in the following examples.

NOTE: The time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department or agency. In such cases, no liability results. The time limit for each transportation agreement violated must be waived separately.

EXAMPLE 1

An employee at PDS A is required to serve for 12 months under a transportation agreement. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new transportation agreement that requires 12 months of service. After serving 4 months at PDS B, the employee resigns. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government in connection with the transfer to PDS A, and from PDS A to PDS B. This is because the total service period at PDSs A and B is less than 12 months.

EXAMPLE 2

If, under EXAMPLE 1, the employee served 7 months at PDS B and then resigned, the total service at PDSs A and B is 13 months. The 12-month service requirement under the transportation agreement relating to PDS A is satisfied and there is no liability for travel to PDS A. The employee is, however, liable for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

B. To CONUS. An employee, transferred to a CONUS PDS from an OCONUS PDS, who has failed to satisfy a transportation agreement service requirement under which the employee is serving at the time of the transfer is subject to par. C4352. An employee who fails to satisfy a transportation agreement service requirement signed at the time of transfer to a new CONUS PDS is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer. If the employee has an unused earned entitlement for return travel and transportation allowances to the actual residence for separation from the OCONUS PDS at the time of transfer to the new CONUS PDS, the constructive cost of those unused earned travel and transportation allowances is a credit that reduces or eliminates the employees' financial responsibility to the Government.

C. Within or from the CONUS. An employee transferred from a CONUS PDS to either another CONUS PDS or an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer.

D. Appointees to First PDS. An appointee to a first PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to the first PDS.

C4352 AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES

A. Failure to Satisfy Service Requirement. An employee assigned or appointed to an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to that PDS and is not entitled to return travel and transportation allowances.

B. Violation during the First Year of Service under an Initial Agreement. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completion of 12 months of service under the initial agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS of:

1. the employee;
2. the employee's dependents;
3. HHG (including temporary storage and NTS of HHG);

4. a POV; and
5. a mobile home.

Return travel is at employee's financial responsibility. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave toward completion of the minimum service requirement (B-184948, November 18, 1975). Pars. C4352-B and C4352-C apply to all OCONUS employees. Additional penalty conditions in par. C4352-E apply to DoDDS teachers.

C. Violation after 1 Year of Service under an Initial Agreement. An employee, who completes one year of an OCONUS assignment and who, for reasons unacceptable to the employing DoD component fails to satisfy an initial agreement service requirement in excess of one year, is not financially responsible for the travel and transportation cost and related allowances associated with the move to an OCONUS PDS, except for any charge for NTS of HHG incurred after the end of the first year. Additionally, the employee is financially responsible for all costs of HHG shipment and storage after the violation date and must be so advised immediately. The employee is not entitled to return transportation of a POV. Government funds may not be used to purchase commercial transportation for ineligible employees. If an employee has insufficient funds, repatriation transportation may be authorized as provided in par. C6300.

D. Employees Serving under Renewal Agreements

1. General. An employee who fails to complete the service specified in a renewal agreement for an additional tour for reasons not beyond the employee's control and not acceptable to the employing DoD component is financially responsible for the costs as indicated in pars. C4352-D2 and C4352-D3.
2. When Employee Fails to Complete 1 Year of Service. When an employee fails to complete 1 year of service under a renewal agreement, the employee is financially responsible for costs of:
 - a. transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS where the employee failed to complete a year of service;
 - b. transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
 - c. HHG shipment from the former PDS to the last PDS, and temporary storage;
 - d. POV shipment or NTS of the HHG, unless an earned entitlement exists for the NTS of the HHG or return transportation of the POV; and
 - e. the miscellaneous expense allowance paid for a transfer from a former to the last PDS.

The employee is also financially responsible for personal transportation and transportation for dependents and HHG from the employee's last PDS to the actual residence. The employee is financially responsible for any costs incurred by the Government for these purposes. In these circumstances, however, the employee is entitled to certain unused allowances accrued under a prior agreement under which the employee completed the agreed-upon service period. The employee is entitled to unused allowances for personal transportation and the transportation for dependents and HHG (including temporary storage) from the PDS at which the service requirement was satisfied to the actual residence. Since the employee did not use this entitlement, the costs that would have been incurred for that purpose are applied as a credit against the employee's financial responsibility, provided the employee is actually separated from Government service. If the amount of this credit is less than the employee's financial responsibility, the difference remains the employee's financial

responsibility. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS where the employee failed to complete a year of service to the actual residence. If the amount available to be applied to these costs equals or exceeds the costs, the Government may procure and pay for such transportation in full. If the amount available is less than the cost, the Government may procure and pay for the transportation, but must collect from the employee the difference between the total costs and the amount to be applied against the costs. The employee may elect to pay the total costs and submit a claim for reimbursement for the applicable amount. Additional penalty conditions are prescribed for DoDEA teachers in par. C4352-E.

3. When an Employee Completes 1 or More Years But Does Not Complete the Specified Service. If an employee serves 1 or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

- a. travel from the PDS at which the employee completed the previous tour to the actual residence;
- b. travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
- c. direct travel of dependents, and HHG shipment (including temporary storage) between the PDS where the employee failed to complete the agreement and the previous PDS where the employee satisfied the previous agreement.

However, if the PDS is different, the employee is financially responsible for the costs of personal transportation and transportation for dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour under the renewal agreement to the actual residence. Credited against this liability, however, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee actually was separated from Government service. These credits and any remaining liability are computed as in par. C4352-D2.

E. Teachers in the DoDDS. In addition to the other penalties for violation of agreements, a teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for an amount equal to any LQA that the teacher may have received during the recess period between school years. A teacher also is financially responsible for the reasonable value of any quarters and/or storage provided during the recess period.

C4353 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructive costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs. The space-required rate must be used in computing MSC transportation cost and the common user tariff rate must be used in computing the AMC transportation cost. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer, as appropriate. Requests for MSC and AMC tariff rates should contain the travel dates and transportation, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Government cost, without tax, for the accommodations furnished under Chapter 2, Part E. The employee must be allowed appropriate credit for Government-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and may not be considered in computing liability.

E. Per Diem Allowance. Per diem allowance for travel performed is an item of travel cost and must be considered in computing liability.

F. Extent of Employee Financial Responsibility to the Government. An employee's financial responsibility to the Government must be based on travel to and/or from the first PDS following a period of renewal agreement travel. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee's financial responsibility.

G. Return Travel Costs: Government's Obligation. When it is determined that sufficient travel and transportation allowances entitlement exists to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.

*H. Return Travel Costs: Employee's Obligation. When it is determined that insufficient travel and transportation allowances entitlement exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's entitlement. Government transportation is authorized, if available, from the OCONUS area to the POD or beyond by these regulations. In such cases, collections should be made, if possible, before the travel begins. If an employee is without sufficient funds to pay for return HHG shipment expenses (including temporary storage at origin), see par. C6300. If the employee prefers, the employee may provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher. The employee must furnish receipts for claimed expenses (see par. C1310). Reimbursement of the Government's share is based on the transportation mode that would have been used for the return over a usually traveled route to the actual residence. See par. C2203.

SAMPLE STATEMENT OF LIABILITY OR CREDIT VIOLATION OF RENEWAL TRANSPORTATION AGREEMENT

***NOTE:** *The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

EMPLOYMENT HISTORY:

Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Duty Station	Munich, Germany
Place of Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT:

Liabilities:	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	28.00

Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip limousine service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	<u>16.00</u>
Total	\$265.00

Credits:	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Limousine service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	<u>8.00</u>
Total	\$132.50

Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further entitlement.

Statement approved:

A. B. Person, Civilian Personnel Officer
17 January 1994

Explanation: the employee satisfactorily completed the service required by the initial agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of 1 year of service and owes the Government for round trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is entitled to one return to Buffalo at Government expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.

Statements of liability or credit as a result of violation of renewal agreement are prepared in the same manner for the following cases:

Case No. 1

An employee is transferred from the Army Materiel Command Headquarters, Alexandria, VA, to London, England, for a 3-year tour. He has a wife, son, daughter, and dependent mother. The wife, son, and mother travel to London with the employee. The daughter remains at a school in the U.S. 7,800 pounds of HHG are transported to London at Government expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, his wife, and son returned to Washington for leave. The HHG were stored in London for 90 days prior to shipment to Berlin. The dependent mother visited Paris and returned to London while her son was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Government expense to Berlin with the employee, his wife, and son. The employee's dependent mother and HHG were transported at Government expense from London to Berlin.

Prior to completion of the first year of his renewal agreement, the employee was removed from his position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal agreement, he is liable for the costs of transporting himself, his family, and HHG from Berlin to Washington.

Computations:

1. Since the employee satisfactorily completed the service required by the initial transportation agreement, he is not liable for the travel and transportation allowances for travel of self, wife, son, and mother from Washington to London.

2. Liabilities:

Transportation for self, wife, and son from London to Washington, DC	\$ 627.00
Transportation for self, wife, daughter, and son from Washington, DC to Berlin	944.00
Transportation of dependent mother from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for wife, son, daughter, and dependent mother from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous expense allowance	<u>200.00</u>
Total	\$2,330.50

3. Credits:

Transportation of self, wife, son, and dependent mother from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London*	90.00
Transportation, temporary storage and unpacking of 8,750 pounds of HHG from London to Washington	1,240.00
Per diem for employee, wife, son, and dependent mother from London to Washington	<u>12.00</u>
Total	\$2,178.00

4. Liability \$2,330.50 - Credit \$2,178.00 = \$152.50 due to the Government. There is no further entitlement.

No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of 1 year.

Case No. 2

An employee is recruited under a transportation agreement for a position in Okinawa for a 24-month tour. He is married and has one son. He is provided travel and transportation allowances for travel to Okinawa for himself, his wife, and son, but HHG remain at Atlanta, GA, his actual residence. He completed the required tour in Okinawa and is furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, his wife, and 6,000 pounds of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months traveled at Government expense under the renewal agreement from Atlanta to Ankara.

The employee completed his tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by his wife and son. After a period of leave in Washington, he was provided transportation to his new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage for 30 days prior to arrival of the family. The wife and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement and resigns to return to the U.S. to enter private business and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the transportation agreement is violated and he is liable for his transportation costs from Bremerhaven to Atlanta.

Computations:

1. The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.
2. The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.
3. Since he served 18 months at Bremerhaven, he is not indebted for any of the travel and transportation allowances previously paid under the agreement.

4. Credits:

Transportation for wife and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	<u>180.00</u>
Total	\$1,520.00

5. Upon computing the cost of transportation for the employee, his wife, and son, and HHG from Bremerhaven to Atlanta, it was determined to amount to a total of \$1,340.00. Since the employee was entitled to a credit of \$1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not to be construed as being correct, actual, or constructive costs.

***PART I: REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN
A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF
OPERATIONS**

C4360 DEFINITIONS

A. Combatant Command Area of Operational Responsibility (AOR). A specified area of operations location where various forces are moved to complete operational actions in low or high intensity operations/ exercises. Organizations in the AOR are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the Combatant Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the Combatant Command commander or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

D. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, which may or may not involve more than one Service. Travelers/units are placed in field duty.

E. TDY Options

1. General

a. The Combatant Commander/JTF Commander:

- (1) Provides equity for the payment of travel and transportation allowances in the area of operations and actions within the AOR.
- (2) Determines the appropriate TDY option for all assigned personnel within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- (3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, meal and incidental expense and/or lodging rate, and
- (4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel authorizations. ***NOTE: JTF exercises must be field duty.***

- b. These decisions apply to all travelers temporarily assigned for operational deployment to a Combatant Command and/or JTF performing duty under similar conditions within the same area of operations.
- c. The Secretarial Process for each Service may direct a TDY option different than the one used for Combatant Command and/or JTF travelers for travelers who are:
 - (1) Not located in the Combatant Command's/JTF's area of operations but who are operating in a support capacity, or
 - (2) Located in the Combatant Command's/JTF's area of operations but are not part of the Combatant Command/ JTF.

2. Regular TDY

a. General. For regular TDY, a traveler:

- (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. C4430-C for exceptions and waiver authority to the 180 day limit);
- (2) Is reimbursed for lodging, meals and incidental expenses in Chapter 4, Part L or par. C4360-E2b; and
- (3) Receiving the GMR rate while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).

b. Temporary Dining Facilities – Combatant Command or JTF. If:

- (1) A traveler consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for meals, the traveler is reimbursed the discount GMR plus an incidental expense of:
 - (a) \$3.00 in CONUS, or
 - (b) The applicable locality incidental expenses rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS when on a U.S. Installation (see Appendix A) or the Combatant Commander/JTF commander determines \$3.50 to be adequate.
- (2) The traveler's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized (see par. C4554-A1a3) for that day.

(3) Combatant Command/JTF travelers outside the AOR or en route to the AOR pay the meal rate IAW the DoD Financial Management Regulation at http://www.dtic.mil/comptroller/fmr/12/12_19.pdf, they are reimbursed IAW Chapter 4, Part L.

c. Operational Deployment. Travelers on an operational deployment are on “regular” TDY (see exceptions for exercises in par. C4360-E4 below).

3. Essential Unit Messing (EUM). The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount Government meal rate (GMR).

4. Field Duty. During field duty (Appendix A) the traveler is:

- a. Subsisted in a Government mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.
- b. Furnished Government quarters or quartered in accommodations ordinarily associated with field exercises.
- c. Reimbursed the discount Government meal rate (GMR) but not incidental expenses..

NOTE: A Combatant Commander-/JTF- determined official may place the traveler in a field duty status if quarters and subsistence, obtained by contract, are furnished.

JOINT TASK FORCE OPERATIONS TDY OPTIONS SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full Gov’t Meal Rate (GMR) 1/
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Government Meals at the Discount Gov’t Meal Rate (GMR)2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full Gov’t Meal Rate (GMR)
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for Government Meals at the Discount Gov’t Meal Rate (GMR)
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Traveler pays for Government Meals at the Discount Gov’t Meal Rate (GMR)

PART J: TEMPORARY DUTY TRAVEL

C4405 JUSTIFICATION

1. TDY assignments may be authorized/approved only when necessary in connection with official DoD activities or Government business.
2. Travel must be planned and scheduled to accomplish multiple objectives whenever possible.
3. Procedures must be in place to evaluate TDY requests to ensure that the:
 - a. Purpose is essential official business;
 - b. Objective cannot be satisfactorily accomplished less expensively by correspondence or other appropriate means;
 - c. Duration is no longer than required; and
 - d. Number of persons assigned is held to the minimum.
4. TDY travel should not be authorized for secretaries, or clerical personnel when such services are available at the TDY site, unless essential for mission accomplishment.

C4410 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. Assignments away from the employee's PDS that are not so frequent or lengthy that the location is, in fact, the employee's PDS;
2. Participation in civil defense activities authorized under department/agency regulations;
3. Witness duty to testify or provide information on the Government's behalf or on matters of official DoD concern;
4. Attendance as a complainant at an administrative hearing when the complaint is related to the Federal reemployment of the complainant, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the Government's interests;
5. Training course attendance conducted or sponsored by Government agencies or approved under department/agency regulations in accordance with 5 USC §4101-4118;
6. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored or arranged by non-Federal organizations;

7. Interview travel required to fill a vacancy when the travel is authorized and considered justified (restricted to Government employees);
8. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977)); and
9. Change of command ceremony or funeral attendance (70 Comp. Gen. 200 (1991)) when the DoD component head or designee determines that circumstances relating to the component's activities justify designating the employee as the component's official representative.

C4415 TDY ASSIGNMENT SELECTIONS

Employee selection for TDY assignments must be based on official necessity and qualifications of the individual to best perform the service required.

C4420 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice. TDY assignments to DoD activities or other Government agency installations should be cleared in advance with the activity involved in accordance with department/agency regulations. When assignments involve visits to activities in more than one command, commands in different departments, agencies or OCONUS commands, clearance must be obtained from the responsible command(s).

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed in connection with assignments to OCONUS areas.
2. Special instructions about foreign countries in a travel itinerary include:
 - a. Advance notification for submission of clearance requests before travel begins, and
 - b. Duty and travel restrictions for employees who possess highly sensitive information.
3. Security Clearance
 - a. All departmental security regulations must be followed while employees are TDY.
 - b. AOs must ensure travelers are thoroughly briefed on security provisions when classified information disclosure is involved.
 - c. When required, notification of a traveler's access to classified material must be furnished to the commander of a destination activity.

- d. When pertinent, an employee's current security clearance must be stated in the travel authorization.
- e. The AO must ensure the correctness of the security clearance designation.

C. Other Requirements. Departmental regulations require that Department of State (DoS) be notified when high level personnel visit in foreign areas (Foreign Service Act, Section 207, P.L. 96-465; 1 FAM 013.2b(a)(2) & (b); 2 FAM 043.1b).

C4425 ITINERARY VARIATION

A. Variation Authorized in the Travel Authorization. Travel authorizations may include authorization for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,
2. Change the travel sequence of the named destinations,
3. Change the specified time for remaining at a named destination, and/or
4. Travel to additional destinations.

B. Variation *Not* Authorized in the Travel Authorization

1. When a travel authorization does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate AO orally may authorize changes before the variance is made and later confirm it in writing.
2. *The authorization for itinerary variation must not be substituted for inadequate advance preparation.*
3. *Variation authority does not grant blanket travel authorization.*

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):
 - a. The duties to be performed are temporary in nature,
 - b. The assignment is for a reasonable time duration, and
 - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The “temporary” designation of an employee's duty station on a travel authorization is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

Effective 18 January 2005

*5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-A), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.

6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180 Consecutive Day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY travel authorization for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY travel authorization for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of 180 days when the initial travel authorization was issued.***

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the AO (see par. C3000) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the AO as soon as practicable. This determination should be made before the travel authorization is issued. If the situation does not permit determination before travel authorization issuance, the travel authorization may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the travel authorization as written (making sure the advice in par. C4430-E is contained in the remarks section of the TDY authorization), or
2. Direct the travel authorization be amended to:
 - a. Terminate the duty thereby returning the employee to the old station or assigning a new station,
 - b. Change the assignment from TDY to a PCS,

NOTE: If an employee is transferred by PCS travel authorization to the TDY location, per diem, being paid in connection with the TDY assignment, stops on the date the employee is notified of the transfer (see par. C4113).

- c. Fix the period at 180 or fewer days from the reporting date at the TDY station, or
- d. Authorize a TCS (see par. C4430-E).

NOTE: Authorization/approval to exceed the 180-day TDY limitation is essential. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November 1976).

D. Temporary Change of Station (TCS) Instead of an Extended TDY. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See Chapter 5, Part O.)

E. Income Taxation of Reimbursable TDY Allowances

1. AOs must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.

2. ***A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.***

3. The IRS Code, 26 USC §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after 31 December 1992.

Effective 18 January 2005

*F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-A). The rule applies if the scheduled TDY duration, measured from the date of the travel authorization directing the additional/extended duty including the time remaining on the original travel authorization, is more than 180 consecutive days.

Example 1: An employee's original TDY travel authorization is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY authorization is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the 'long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized additional transportation expenses and per diem while performing the assigned duties.

C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE

A. General. *This paragraph applies only if the need for the TDY is unknown prior to the employee's departure on leave.* If the TDY is known before departure on leave, the employee is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

B. TDY at Leave Point. An employee on leave away from the PDS, who receives a TDY authorization to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the travel authorization.

C. TDY at Other Than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY authorization to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the travel authorization is received, whichever applies), and the TDY location (see par. C2000-B). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY travel authorization at other than the leave point, is authorized transportation and per diem for travel from the:

- a. Leave address (or the place at which the travel authorization is received, whichever applies) to the TDY station (see par. C2000-B); and
- b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to New PDS upon TDY Completion. An employee is authorized PCS travel and transportation allowances for travel performed from the:

- a. Old PDS to the leave address or to the place at which the travel authorization was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- b. Leave address or place at which the travel authorization is received, as applicable, to the TDY station; and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the AO must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (in connection with TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4455 NOT USED**C4460 TDY ASSIGNMENTS ON SUBMARINES**

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address:

<http://neds.nebt.daps.mil/directives/6420dl.pdf>

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in Chapter 6, Part J, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE

The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. ***Relative cost should be a consideration.*** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART K: TRAINING COURSE ATTENDANCE

*C4500 ALLOWANCES

*A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (see par. C4530) or AEA (see par. C4600); or
2. Dependent and HHG transportation to and from the training location (see pars. C4505 and C4510).

*B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

NOTE: Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in par. C4500-B1 or for common carrier transportation in par. C4500-B2, except as provided in par. C4520, item 3.

*C. Conferences/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

*C4505 DEPENDENT AND HHG TRANSPORTATION

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are **not** authorized:

1. Per diem payment for dependent travel,
2. A house-hunting trip,
3. TQSE payment (*see par. C13115-B*),
4. Miscellaneous expense reimbursement, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel authorization issuance.

***C4510 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

NOTE: *Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.*

1. An employee who attends a training program away from the PDS:
 - a. and is transferred to a new PDS after completing the program without returning to the old PDS, or
 - b. en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

- c. (***but not per diem for dependents***) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and
 - d. and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.
2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. Mileage Reimbursement. For PCS mileage reimbursement when an employee and/or dependents travel by privately owned automobile see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Chapter 14 purposes.
2. Before the training begins, selected employees should be issued PCS travel authorizations assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These travel authorizations establish the employees' authorization for the real estate transaction allowance reimbursement in Chapter 14.
3. Payment of the real estate transaction allowances in Chapter 14 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
 - a. Successfully completed the training program,
 - b. Signed the transportation agreement required in par. C4002, and
 - c. Been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, 29 June 1967).

***C4515 INTERNS AND TRAINEES**

1. When moving an intern or a trainee, the DoD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work, see par. C5075.*

***C4520 TRANSPORTATION AND PER DIEM OR AEAS**

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location (see par. C4677).
3. The employee is authorized **round-trip** TDY mileage or the cost of **round-trip** public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

***C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT.**

A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Chapter 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Chapter 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (GSBCA 15890-TRAV, 29 July 2003).***

***C4530 PER DIEM FOR TRAINING ASSIGNMENTS**

A. General. Per diem rates for all courses of instruction are determined under this paragraph in the same manner as for any other TDY (see Chapter 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***
2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the \$12.50 is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, in accordance with par. C4515. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

D. Per Diem for Training Programs

1. Training Programs. Per diem allowances for training programs of more than 30 consecutive calendar days are:

- a. 55 percent of the applicable maximum daily training locality per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
- b. Government quarters are used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required);
- c. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
- d. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a US installation (see definition in Appendix A) or the applicable incidental expense allowance in <http://www.dtic.mil/perdiem/perdiemrates.html> if lodgings are not on a US Installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: Taxes on lodging in the CONUS and non-foreign OCONUS areas (see Appendix A definitions) are limited to taxes on the maximum amount prescribed for lodging in <http://www.dtic.mil/perdiem/perdiemrates.html> for the training location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.

NOTE 2: If an employee is transferred by PCS travel authorization to the long-term training location, per diem being paid in connection with the training assignment stops on the date the employee is notified of the transfer (see par. C4113).

2. Exceptions to the Prescribed Training Program Per Diem Allowances. When the 55 percent rate prescribed in par. C4530-D1a is not appropriate for a particular training assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4530-D2a and C4530-D2b, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

- a. Training Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DoD component involved may request a lower fixed per diem rate under par. C4550.
- b. Training Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the training locality.

c. Reimbursement for the Cost of Retained Lodging when an Employee on a Training Assignment of More than 30 Consecutive Days Takes Leave. It may be necessary for an employee on a training assignment of more than 30 consecutive calendar days to retain lodgings while on leave. The per diem rate paid while the employee is in a duty status may be adjusted to cover the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The total amount paid for lodging on the duty days cannot exceed the lodging amount that would have been paid had the employee not taken leave. In instances when the adjusted per diem exceeds the maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY location, reimbursement on an actual expense basis for the lodging expense may be approved in accordance with Chapter 4, Part M, while the amount for meals and incidental expenses (55 percent of the M&IE rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY location) is paid on a per diem basis.

Effective 1 October 2004

****Example 1***

- a. An employee on a training assignment of more than 30 consecutive calendar days is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the training location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).
- b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). Since \$57.05 does not exceed the locality per diem rate of \$91, it may be paid without AEA.

Example 2

- a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the training location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
 - b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
 - c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
 - d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
 - e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
 - f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.
3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. Actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. Special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. An employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and authorized in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate is the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY or training locality; or

b. Per diem under the 'Lodgings-Plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

2. Designated Offices

a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. B-1.

Effective 18 January 2005

****NOTE: An increase to the 55 percent limitation prescribed in pars. C4530-D1 and C4561-A for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600 than 30 consecutive calendar days.***

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in pars. C4550-E1, C4550-E2, C4550-E3 and C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building 2, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300;

2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;

3. Air Force: HQ USAF/DPPC, Washington, DC 20330-5060;

*4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>.

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

Effective 1 October 2004

3. Effective 1 October 2004 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$60	\$31	\$91

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: *To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.*

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

C. No Per Diem at the PDS. Per diem cannot be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C4552-D. Except as indicated below per diem is not payable at the old or new PDS for TDY en route that is part of PCS travel. Nonpayment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places outside the PDS. Per diem cannot be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem may be authorized/approved by the AO.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). ***A per diem allowance cannot be allowed when the official travel period is 12 or fewer hours.*** This also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or non-foreign OCONUS post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authorization for long-term TDY assignments; and
3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, must be computed under the Lodgings-plus method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the 'Lodgings-plus' method, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. Pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/perdiemrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

2. For OCONUS Travel. The maximum per diem rates prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> apply to OCONUS travel.

3. PDT

a. CONUS. The Standard CONUS per diem rate (see par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel; and
- (5) While occupying temporary quarters (except when TQSE(F) is authorized under Chapter 13, Part C).

The locality rates listed in <http://www.dtic.mil/perdiem/perdiemrates.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/perdiemrates.html> apply for OCONUS:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;

- (5) Travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) While occupying temporary quarters at an OCONUS location.

4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem (<http://www.dtic.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. ***Receipts for lodging are required (see par. C1310).***

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <http://www.dtic.mil/perdiem/perdiemrates.html> for world-wide locality per diem rates.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. ***NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.***

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in par. C4553-D1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8).

NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar travel day is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate is the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate can be applicable to a calendar day. Pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, and par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial ship) apply in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (departure day from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the maximum lodging rate prescribed for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (departure day from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate as provided in par. C4553-D2e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable maximum lodging rate prescribed for the stopover point or TDY location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning from Travel

- (1) Lodging Required. For each full calendar travel day when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable maximum lodging rate for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day.
- (3) Day Travel Ends. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (see par. C4553-D2e).
- (4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the employee to obtain lodging, the lodging allowance is based on the locality rate, or AEA if appropriate, for the en route TDY site.

d. PDT

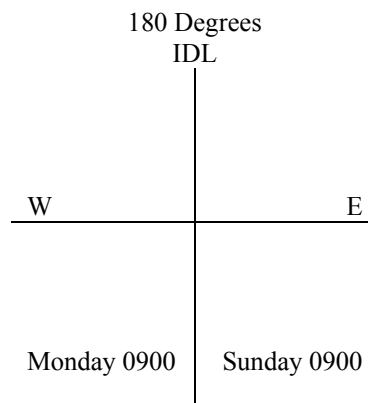
NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in pars. C4553-D2d(1) House-hunting Trip, C4553-D2d(2) En Route Travel to the New PDS, C4553-D2d(3) RAT, and C4553-D2d(4) Separation Travel.

- (1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), except for determining the applicable rates (see ***NOTE*** above).
- (2) En Route Travel to the New PDS. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate (see <http://www.dtic.mil/perdiem/perdiemrates.html> for the current rate), applicable to the new PDS on the day of arrival at that location, or the Standard CONUS M&IE rate, as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the new PDS, or the Standard CONUS M&IE rate (See <http://www.dtic.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current rate), as appropriate, also applies in par. C4553-D2e.
- (3) RAT. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a; C4553-D2b; and C4553-D2c apply when an employee performs RAT to the actual residence and return to the old or new PDS. Employees are authorized per diem for RAT only while traveling to the actual residence and from the actual residence to the old or new PDS, but not while at the actual residence. When the provisions in par. C4553-D2c(1) do not apply and pars. C4553-D2c(2) and C4553-D2c(3) are used to compute per diem incident to return from RAT, the M&IE rate applicable to the employee's actual residence (see par. C4553-B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the day of arrival at that location, or the Standard CONUS M&IE rate (see par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current rate), as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the actual residence, or the Standard CONUS M&IE rate (see <http://www.dtic.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Departure Day and Return Day to PDS. The applicable M&IE rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS in connection with TDY. In connection with PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C4553-B3 for the new PDS on the departure day from the old PDS and the arrival day at the new PDS. If travel begins and ends on the same day, and is longer than 12 hours, per diem is 75% of the appropriate M&IE rate.

E. Computing Per Diem when Crossing the International Dateline (IDL). Actual elapsed time is used rather than calendar days in computing per diem when crossing the IDL (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-plus' method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4624-D governs.

Effective 1 October 2003

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS. The

- (1) Applicable locality rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>),
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

*b. OCONUS. The

- (1) Applicable locality rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), (use \$3.50 for the incidental rate, when quartered on a U.S. Installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see **NOTE** below on incidental expense));
- (2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;
- (3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

NOTE: *The incidental expense rate OCONUS is the applicable locality rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

- 1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.*
- 2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). In this case, payment of the locality incidental expense rate must be stated in the travel authorization.*

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher authority can authorize the PMR for that day.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. Made available pursuant to an agreement between a DoD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;
2. Included in a registration fee ultimately paid by the Government;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. Furnished by the Government at no cost to the traveler.

The following are not deductible meals:

Effective 5 August 2004

1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the ***only method*** of providing adequate subsistence to travelers ***NOTE: See Chapter 4, Part I, for travelers on TDY within a Combatant Command or Joint Task Force Area of Operations,***
2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft, or
6. Meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$2 in CONUS; or the locality incidental expenses (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <http://www.dtic.mil/perdiem/perdiemrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel authorizations who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: *In CONUS, per diem locations are defined ordinarily by counties, not just cities.*

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1; C4551-B2; C4551-B3 and C4555-B4.

1. Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see par. C4555-II). (See par. C4555-G for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with Friends or Relatives. *When an employee lodges with friends or relatives (including members of the immediate family) with or without charge, the allowable cost for lodging, for computing per diem, is zero.*

4. Lodging in Non-conventional Facilities. The cost of non-conventional lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DoD component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

Effective 20 September 2004

*D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters.

When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses that are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Rent of the apartment, house, mobile home, travel-trailer, camping vehicle, or recreational vehicle (see par. C4559-B);
2. Rental charge for a parking space for the mobile home, travel trailer, camping vehicle, or recreational vehicle;
3. Rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, television, and vacuum cleaners; ***NOTE: There is NO reimbursement for any items rented with an "option to buy" (GSBCA 15890-TRAV, 29 July 2003).***

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. See par. C1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by an employee to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

Effective 13 December 2004

*E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part M) is authorized/approved. The provisions of par. C4555-G do not apply when the residence is purchased.***

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred

at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** A travel authorization that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1
A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (par. C1410-B4k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location A \$46 (M&IE) and \$130 (Maximum lodging)
Location B \$46 (M&IE) and \$119 (Maximum lodging)
Location A apartment reimbursement for 5 days: \$225 (\$45 x 5).
<u>TDY assignment per diem in Location B:</u>
First day (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see <i>NOTE</i>)
Second thru fifth day: \$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see <i>NOTE</i>)
Return day to Location A: \$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2
A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3 day TDY assignment the quarters might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C1410-B4k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.
<u>Applicable per diem rates as used in this example:</u>
Location C \$38 (M&IE) and \$109 (Maximum lodging)
Location D \$46 (M&IE) and \$130 (Maximum lodging)
Government quarters reimbursement for 3 days: \$75 (\$25 x 3).
<u>TDY assignment per diem in Location D:</u>
First day (departure day from Location C and arrival day in Location D): \$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see <i>NOTE</i>)

Second and third day: \$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see NOTE)
Return day to Location C: \$38 (M&IE) plus \$25 (lodging cost) = \$63
NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

G. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. When a traveler obtains lodging on a weekly, monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). The computation presumes that the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased (see par. C4555-E).**

Example
1. A traveler is TDY at a location at which the per diem is \$91 (\$60 for lodging and \$31 for M&IE).
2. The traveler obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$60 locality lodging ceiling, the traveler is reimbursed \$45 per day for 20 days of lodging in June.

*H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C1410-B4k for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. **The employee must provide the single room rate.**

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax-exempt certificates should be honored.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the AO determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> (in this case, payment of the incidental expense rate must be stated in the travel authorization); or

3. The incidental amount prescribed in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The AO can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>. (See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> or the locality concerned. The AO can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>. In this case, payment of the <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> incidental expense rate must be stated in the travel authorization. When the traveler pays a Government quarters use charge, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case can the total per diem payable exceed the applicable OCONUS per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY SHIP

A. General. For ship travel, the per diem allowance for the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is computed under the 'Lodging-plus' method in par. C4553.

B. Government Ship

Effective 1 October 2003

1. General. A traveler is paid an incidental expense allowance of \$3/day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$5/day (\$3 incidental expense plus \$2 for quarters) when required to pay for quarters onboard the ship. ***Neither rate is subject to further reduction.*** When a traveler is required to pay for meals, the \$3 or \$5 rate is increased by the current (standard) Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters, not to exceed the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at*** <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> ***for the TDY locality concerned.*** When a traveler procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). *The per diem rates are not subject to any further reductions.*

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. C4550-F3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Ship

1. General. Except as noted in par. C4558-D below, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the travel authorization the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See par. C4550-F3 or the per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial ship on CONUS inland or coastal waters are:

- a. \$3 when the cost of passage includes meals, or
- b. \$31 when the cost of passage does not include meals.

D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

- a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location;
- b. If more than one car ferry is used, mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:

- a. Government-procured ferry transportation, or
- b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The AO must: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in pars. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

Effective 18 January 2005

***C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-A. The per diem rates in par. C4561-A apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the 'Lodgings-Plus' method in par. C4553. Per diem rates determined in accordance with instructions in pars. C4561-A and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS

NOTE: See Chapter 4, Part K, for per diem for training assignments.

A. Long-term TDY Assignments. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-Plus' method in par. C4553 (lodging receipts are required);
3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
4. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a U.S. installation (see definition in Appendix A) or the applicable incidental expense allowance in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> if lodgings are not on an installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

NOTE 1: *Taxes on lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) are limited to taxes on the maximum amount prescribed for lodging in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY location and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign OCONUS areas are part of per diem and are not separately reimbursable.*

NOTE 2: *If an employee is transferred by PCS travel authorization to the long-term TDY location, per diem being paid in connection with the long-term TDY assignment stops on the date the employee is notified of the transfer (see par. C4113).*

B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent

rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DoD component involved may request a lower fixed per diem rate under par. C4550.
2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality.
3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Effective 1 October 2004

Example 1

- a. An employee on a long-term TDY assignment is paid per diem at the rate of \$50.05 (55% of \$91, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$91 rate includes \$31 for M&IE and \$60 for lodging).
- b. The \$50.05 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$33.00 (\$50.05 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$990.00 (30 days x \$33.00), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). The \$57.05 does not exceed the locality per diem rate of \$91.

Example 2

- a. An employee on a long-term TDY is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
- e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.

3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

D. Private Individuals Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see Appendix E), are authorized per diem/AEA (see pars. C4553 and C4600). Individuals are not authorized per diem on pre-employment interview travel (see par. C6200), but may be authorized reimbursement on an actual expense basis not to exceed the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under an ITA while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence due to Illness or Injury. See par. C6454 for per diem authorization when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. Employees are authorized per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. *Employees are authorized per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not authorized per diem when they take leave for the whole workday.* For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. Employees are not authorized per diem for a non-workday(s) when they take leave the whole workday before and the whole workday following the non-workday(s).

b. Leave between Non-workdays. Employees are authorized per diem for not more than two non-workdays if they take leave for all workdays between the non-workdays.

D. Return to PDS on Non-workdays. Employees who voluntarily return home on non-workdays from TDY are reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location other than PDS. Employees on TDY who travel for personal reasons on non-workdays from a TDY site to locations other than their homes or PDSs are authorized per diem or AEA for the non-workdays up to the amount payable had they remained at the TDY site. There is no authorization for reimbursement of transportation costs (B-171266, 24 February 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are authorized per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructed departure date may be the morning of the day following TDY completion. ***An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600.*** Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not authorized per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS for Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not authorized reimbursement for expenses incurred for such travel.

B. TDY Required at Leave Location. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is authorized per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and

return may be authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructed per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is authorized per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructed cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the TDY location is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

H. Cancellation of TDY Travel Authorizations after Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the TDY travel authorization is canceled, the employee is authorized travel and transportation allowances for travel performed, provided the travel authorization is canceled on or after the date travel was required to begin. In such case, the allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

Effective 1 October 2004

***C4565 PER DIEM COMPUTATION EXAMPLES**

Following are examples of computing per diem for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable. See <http://www.dtic.mil/perdiem/prediemrates.html> for all per diem rates.*

NOTE 2: *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/perdiemrates.html>.*

EXAMPLE 1**(TDY Travel)***Effective 4 June 2004***NOTE:** See par. C4550-3F or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

1 st Day (departure day)	75% times \$31 (M&IE rate) plus \$40 (lodging) =	\$ 63.25
2nd through 6th Days	\$31 (M&IE rate) plus \$40 (lodging) x 5 days =	355.00
7th & 8 th Days	\$31 (M&IE rate) plus \$4 (lodging) x 2 days =	70.00
9th Day	\$31 (M&IE rate) plus \$0 (lodging) =	31.00
10 th Day (return day)	75% of \$31 (preceding calendar day M&IE rate) =	+ 23.25
Amount due employee		\$542.50

Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$91, which consists of a \$31 M&IE rate and a maximum lodging amount of \$60. For the first day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) (\$23.25) plus the lodging cost (\$40) for that day, the resultant amount being \$63.25. For days 2 through 6, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$355. For days 7 and 8, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$69. For the 9th day, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$0), the resultant amount being \$31. For the 10th day (return day), the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$31), the resultant amount being \$23.25. The per diem authorization began with the departure day, and continued through the return day to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.

EXAMPLE 2**(TDY Travel)**

DEP	Residence	1st Day	
ARR	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEP	Goteborg, Sweden	8th Day	
ARR	Residence	8th Day	

Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for Goteborg, Sweden at the time the employee traveled was \$256 maximum, lodging amount \$143, local meals rate \$90, PMR \$49, and incidentals rate \$23). The employee's authorized per diem is computed as follows:

1 st Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$ 84.75
2 nd Day	Arrival day	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	<u>\$ 84.75</u>
Amount due			<u>\$421.50</u>

EXAMPLE 3
(TDY Travel Involving IDL)

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL		
8/16 Monday	Arrive Hong Kong		
8/17-8/20 (Tues-Fri)	TDY Hong Kong		
8/21 Saturday	Depart Hong Kong, arrive residence		
Lodging cost incurred in Hong Kong \$70 per night. Maximum rates at time of travel: Hong Kong \$34 (max lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).			
REIMBURSEMENT			
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =		\$ 162.25
8/16 Monday	IDL (15 th and 16th are treated as one day for per diem) =		0.00
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =		772.00
8/21 Saturday (return day travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =		123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25 =		<u>\$ 92.25</u>
Total Reimbursement			<u>\$1149.50</u>
When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.			

<u>EXAMPLE 4</u> (TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)			
DEP	Residence	1 May	
ARR	1st TDY location	1 May	
DEP	1st TDY location	1 May	
ARR	2 nd TDY location	1 May	
DEP	2 nd TDY location	1 May	
ARR	Residence	2 May	
Actual travel time is 18 hours.			
M&IE rate applicable to 1st TDY location			\$36.00
M&IE rate applicable to 2nd TDY location			\$28.00
<u>REIMBURSEMENT</u>			
75% x \$36.00 (Highest M&IE for TDY locations)=			\$27.00
Total reimbursement =			\$27.00

<i>Effective 1 October 2004</i> *EXAMPLE 5 (PCS Travel)		
<i>Effective 4 June 2004</i> NOTE: See par. C4550-F3 or http://www.dtic.mil/perdiem/perdiemrates.html for the current Standard CONUS per diem rate.		
An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$91 (Standard CONUS per diem rate)=		\$ 728.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$60 (lodging) =	\$ 83.25
2 nd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
3 rd through 8 th days	\$31 (M&IE rate) plus \$60 (lodging) X 6 days =	\$ 546.00
9 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
10 th day (arrival day)	75% of \$31 Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem authorization =		\$ 714.50

Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$714.50) =	\$ 535.87
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$714.50) =	\$ 357.25
Total amount payable to employee =	\$1607.62
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 \div 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.	
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$91 prescribed in par. C4550-E3 or http://www.dtic.mil/perdiem/perdiemrates.html (\$31 M&IE rate plus lodging not to exceed \$60). In this case, the lodging cost for each of the 7 nights exceeded the \$60 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$60. For the 1 st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$60 for a total of \$83.25. For the 2 nd day, the applicable per diem rate is the M&IE (\$31) rate plus the lodging cost (\$0) for a total of \$31. For days 3 through 8, the applicable per diem rate is the M&IE (\$31) rate plus lodging cost not to exceed \$60, times the number of days (6) at that rate for a total of \$546.00. For the 9th day the applicable per diem rate is the M&IE (\$31) rate plus lodging cost (\$0) for a total of \$31. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$31) rate for a total of \$23.25. Per diem for actual travel by the employee is \$714.50. Since per diem for actual travel does not exceed the maximum allowable (\$728.00) for 8 days travel time, the employee is authorized the full amount (\$714.50) for the actual travel time and authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$714.50 due the employee.	

Effective 1 October 2004***EXAMPLE 6**
(PCS Travel)**Effective 4 June 2004**

NOTE: See par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. The employee may be paid per diem for up to 4 days (See par. C5060) based on an average distance of 350 miles per calendar day. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the 'Lodgings-Plus' Method		
Maximum allowable per diem for 4 days @ \$91 (Standard CONUS per diem rate)=		\$364.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 23.25
2 nd day	\$31 (M&IE rate) plus \$60 (lodging) =	\$ 91.00
3 rd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
4 th day	\$31 (M&IE rate) plus \$60 (lodging) =	\$ 91.00
5 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00

6 th day (arrival day)	75% of \$31 (Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem authorization =		\$290.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee (\$290.50) =		\$217.88
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$290.50) =		\$145.25
Total amount payable to employee =		\$653.63
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 ÷ 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$91 prescribed in par. C4550-F3 or http://www.dtic.mil/perdiem/perdiemrates.html (\$31 M&IE rate plus lodging not to exceed \$60). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$60 and lodging reimbursement was therefore limited to \$60. For the 1 st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$31) for a total of \$23.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$60 for a total of \$91 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$31) rate for each day plus lodging cost (\$0) for a total of \$62. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the Standard CONUS M&IE rate (\$31). In this case, since per diem for the actual travel time (\$290.50) did not exceed the maximum allowable (\$364.00), the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$290.50 due the employee.		

Effective 1 October 2004***EXAMPLE 7
(PCS Travel)****Effective 4 June 2004****NOTE:** See par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate, applicable to the rooms occupied with the spouse, were 10 nights at \$60 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the 'Lodgings-Plus' Method		
Maximum allowable per diem for 8 days @ \$91 (Standard CONUS per diem rate)=		\$ 728.00
1 st day	75% of \$31 (Standard CONUS M&IE rate) plus \$60 (lodging)	\$ 83.25
2 nd through 10 th day	\$31 (M&IE rate) plus \$60 (lodging) x 9 =	\$ 819.00
11 th through 14 th day	\$31 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 124.00
15 th day	75% of \$31 (Standard CONUS M&IE rate) =	+ \$ 23.25
Total		\$ 1049.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$728.00) =		+ \$ 546.00
Total amount payable to employee (\$728 + \$546) =		\$1,274.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,615 \div 350 = 7$ days with a remaining distance of 165 miles ($2,615 - 2,450$). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$91 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/perdiemrates.html> (\$31 M&IE rate plus lodging not to exceed \$60). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$60. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$60 for a total of \$83.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$60, times the number of days (9) at that rate for a total of \$819. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$124. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the M&IE rate (\$31). Since per diem for the actual travel time (\$1,049.50) exceeded the maximum allowable (\$728.00), the employee is authorized \$728.00. Authorization for the dependent is $\frac{3}{4}$ of the \$728.00 due the employee.

Effective 1 October 2004

***EXAMPLE 8**

(PCS/Separation Travel)

Effective 4 June 2004

NOTE: See par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).
5. Maximum per diem rate at time of travel \$91 (M&IE rate \$31, maximum lodging amount \$60). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)
6. Reimbursement for 9/1 is \$23.25 (75% of \$31).
7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$23.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.
8. Per diem is not payable for dependents on separation travel.

Effective 1 October 2004

***EXAMPLE 9**

(PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)

DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May
Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.		
REIMBURSEMENT		
75% x \$78.00 (M&IE) rate for new PDS locations) =		<u>\$58.50</u>
Total reimbursement =		<u>\$58.50</u>
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for an accompanying child 12 years or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for accompanying child under 12 years of age is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

Effective 1 October 2004 *EXAMPLE 10 (Renewal Agreement Travel)			
Effective 4 June 2004 NOTE: See par. C4550-F3 or http://www.dtic.mil/perdiem/perdiemrates.html for the current Standard CONUS per diem rate.			
1. Employee and spouse performed RAT from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.			
2. Itinerary:	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230	
	9/2 - 9/30	Leave	
	10/1	Depart residence in Chicago at 1400	
	10/2	Arrive residence in Frankfurt, GE at 1015	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).			
4. Maximum per diem rate at time of travel \$91 (M&IE rate \$31, maximum lodging amount \$60). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% of \$31 (M&IE)	\$23.25
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$31 (M&IE)	+ \$23.25
Total Reimbursement			\$46.50
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$31) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem (par. C4553-D2d(3)).			
8. Per diem for dependents is not authorized for RAT.			

C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Authorizations						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
Footnotes: See table # 4						
	a	b	c	d	e	F
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Departure Day from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.)

(2) Whole Days of Travel in CONUS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
Footnotes: See table # 4						
	a	b	c	D	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$3 (see par. C4554-B)).	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$3 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{2/ 6/8/}

(3) Whole Days of Travel – OCONUS						
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportionalmeal rate		
Footnotes: See table # 4						
	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at OCONUS TDY locality (not on U.S. installation).	Each whole day at an OCONUS TDY locality (on U.S. installation). Traveler occupied Govt. quarters.	Each whole day at an OCONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at an OCONUS long-term TDY or training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to OCONUS TDY locality (if 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE ^{4/} applicable to OCONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging ^{5/} NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality. ^{5/8/} (M&IE may be at (1) The meal rate prescribed for the TDY locality plus \$3.50, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3.50 ^{3/} , if all three meals are consumed in a Govt. mess, (3) PMR plus \$3.50 ^{3/} , if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3.50 ^{3/} if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. ^{5/ 6/8/}

(4) Day(s) of Return to PDS					
Abbreviations used:	Govt. = Government	GMR = Government meal rate	NTE = Not to exceed	PMR = Proportional meal rate	
	a	b	c	d	E
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On departure day from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed long-term TDY/training location where fixed reduced/55% per diem was authorized.
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For departure day from TDY location M&IE at the rate for the last TDY locality. Arrival day at PDS 75% of the M&IE rate for the last TDY locality. ^{1/}	For departure day from TDY: M&IE plus lodging ^{2/, 5/} cost NTE rate for stopover locality. For arrival day at PDS: 75% of M&IE rate for stopover locality. ^{1/}	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the AO (see par. C4553-D2c(4)).	75% of the M&IE rate for the TDY/training locality. (The fixed reduced/55% rate does not apply on return day to the PDS.)
Footnotes 1/ GMR/PMR and the \$3.50 incidental rate do not apply on departure day from or return day to PDS. 2/ Lodging tax <i>is</i> separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes. 3/ The AO can determine that \$3.50 is not adequate on a U.S. Installation and authorize/approve the incidental expense rate for the TDY locality prescribed on http://www.dtic.mil/perdiem/perdiemrates.html . Payment of the incidental expense rate for the TDY locality must be stated in the travel authorization. 4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the traveler is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization. 5/ Lodging tax <i>is not</i> separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS maximum lodging amount for taxes. 6/ Cost of laundry/dry-cleaning and pressing of clothing when travel is <i>within CONUS is reimbursable</i> under the conditions in par. C4553-C2. Cost of laundry/dry-cleaning & pressing of clothing <i>is not</i> separately reimbursable when travel is <i>OCONUS</i> because an amount is provided in the OCONUS per diem incidental expense (IE) for laundry. 7/ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals. 8/ When a per diem rate based on the cost of available Government quarters is authorized in the traveler's travel authorization, the per diem authorized in the travel authorization applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.					

*PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

C4600 GENERAL

An actual expense allowance allows travelers to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem allowances in Part L, or the per diem rates in <http://www.dtic.mil/perdiem/pdrates.html>. *AEAs may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950.*

C4602 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://www.dtic.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. C4610-A have escalated temporarily due to special/unforeseen events.

C4604 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed;
2. Should be stated in the travel authorization when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. C4551) for a per diem rate adjustment.
4. The definitions and rules applicable to the traveler's authorization for a per diem under Chapter 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E.

C4610 EXPENSES

A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.

B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the traveler's travel begins/ends (B-189622, March 24, 1978); or
3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the traveler is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

C4612 AEA REQUESTS**A. General**

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:
 - a. Specific reason for travel (see Appendix H for general travel purposes);
 - b. Identity of the senior party traveler (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;
 - c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
 - d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
 - e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
 - f. A reimbursement limitation recommendation; and
 - g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.
2. *Vouchers/receipts are not submitted with the AEA request.*
3. Uniformity of allowances must be ensured (if possible) among Uniformed Service members, civilian employees, and others traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Submission Channels. See Appendix L.**C4614 150% MAXIMUM AEA**

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://www.dtic.mil/perdiem/pdrform.html> (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>; or
2. \$50 plus the locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>.

See Appendix L for a list of who may authorize/approve AEAs up to 150%.

C4616 300% MAXIMUM AEA

Daily maximums for CONUS/OCONUS TDY travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <http://www.dtic.mil/perdiem/pdrates.html> may be authorized/approved if required to meet mission-associated expenses.

See Appendix L for a list of who may authorize/approve AEAs up to 300%.

C4620 OVER 300% MAXIMUM AEA

AEAs in excess of 300% shall not be authorized for travelers covered by these regulations.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or
 - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

B. Incidental Expenses. When Government quarters are available on a U.S. Installation (see Appendix A), the maximum reimbursement for incidental expenses is:

- *1. CONUS. \$3.00 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the AO determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the Lodgings Plus system (see par. C4553) while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. **EXAMPLE:**

- a. A traveler is authorized/approved an AEA for lodging.
- b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the **total** locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

$$(1) \$106 (\text{Total Per Diem}) \times 150\% = \$159$$

$$(2) \$159 - \$46 (\text{M\&IE}) = \$113 \text{ maximum allowed for lodging.}$$

NOTE: *'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).*

*D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, and C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case may the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (*not after returning to PDS*) is:

- a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive nights of CONUS TDY lodging, or
- b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. **OCONUS EXAMPLE:** A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.

4. **CONUS EXAMPLE:** A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.

2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

Effective 1 October 2003

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*

2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

EXAMPLE 1 Travel to single TDY point. AEA authorized for lodging and M&IE			
Per Diem Rate for the CONUS TDY Location			
Max Lodging	M&IE	Total	
\$99	\$46	\$145	
Actual Expense Allowance Computation for the CONUS TDY Location AEA authorized NTE \$217.50 (\$145 x 150%) Lodging NTE \$148.50 (\$99 x 150%) M&IE NTE \$69 (\$46 x 150%)			
Itinerary			
Date	Travel Status		
10 Aug	Depart Residence Arrive CONUS TDY Location		
11 Aug	TDY in CONUS TDY Location		
12 Aug	TDY in CONUS TDY Location		
13 Aug	Depart CONUS TDY Location Arrive Residence		
Daily Expenses			
Date		Total	
10 Aug	Lodging	\$130.00	
	Dinner	+ 25.00	
	Total	\$155.00	
	Total Daily Reimbursement		\$155.00
11 Aug	Lodging	\$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	\$173.00	
	Total Daily Reimbursement		\$173.00
12 Aug	Lodging	\$130.00	
	Breakfast	15.00	
	Lunch	20.00	
	Dinner	40.00	
	Incidentals	+ 2.00	
	Total	*\$207.00	
	* Total reimbursement for this day is limited to \$199 (\$130 (lodging) + \$69 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$69.		
	Total Daily Reimbursement		\$199.00
13 Aug	Breakfast	5.00	
	Lunch	+12.00	
	Total	\$17.00	
	Total Daily Reimbursement		\$ 17.00
TOTAL REIMBURSEMENT			\$544.00

***EXAMPLE 2**

Travel to multiple TDY points.
 AEA authorized for lodging in CONUS TDY Location A
 M&IE paid on a per diem basis.

Per Diem Rate for CONUS TDY Location A			
Max Lodging		M&IE	Total
\$150		\$47	\$197
Actual Expense Allowance Computation for CONUS TDY Location A			
AEA lodging NTE \$248 ((\$196 x 150%)-\$46)			
Per Diem Rate for CONUS TDY Location B			
Max Lodging		M&IE	Total
\$77		\$31	\$108
Per Diem Rate for CONUS TDY Location C			
Max Lodging		M&IE	Total
\$77		\$39	\$116
Itinerary			
Date	Travel Status		
7 Sep	Depart Residence Arrive CONUS TDY Location A		
8 Sep	TDY – CONUS TDY Location A		
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
10 Sep	TDY – CONUS TDY Location B		
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C		
12 Sep	Depart CONUS TDY Location C Arrive Residence		
Daily Expenses			
Date		Total	
7 Sep	Lodging M&IE (\$47 x 75%) Total Total Daily Reimbursement	\$170.00 + 35.25 \$204.50	\$204.50
8 Sep	Lodging M&IE Total Total Daily Reimbursement	\$170.00 + 47.00 \$217.00	\$216.00
9 Sep	Lodging M&IE Total Total Daily Reimbursement	\$70.00 + 31.00 \$101.00	\$101.00
10 Sep	Lodging M&IE Total Total Daily Reimbursement	\$70.00 + 31.00 \$101.00	\$101.00
11 Sep	Lodging M&IE Total Total Daily Reimbursement	\$75.00 + 39.00 \$114.00	\$114.00

12 Sep	M&IE (\$38 x 75%) Total Total Daily Reimbursement	+ 29.25 \$29.25	\$ 29.25
TOTAL REIMBURSEMENT			\$767.50

EXAMPLE 3

Travel to two TDY points.

Lodging and M&IE paid on a per diem basis in CONUS TDY Location A

AEA authorized for lodging and M&IE in CONUS TDY Location B

Per Diem Rate for CONUS TDY Location A

<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$71	\$38	\$109

Per Diem Rate for CONUS TDY Location B

<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$93	\$38	\$131

Actual Expense Allowance Computation for CONUS TDY Location B

AEA authorized NTE \$196.50 (\$131 x 150%)

Lodging NTE \$139.50 (\$93 x 150%)

M&IE NTE \$57 (\$38 x 150%)

Itinerary

<u>Date</u>	<u>Travel Status</u>
1 Oct	Depart Residence Arrive CONUS TDY Location A
2 Oct	TDY – CONUS TDY Location A
3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B
4 Oct	Depart CONUS TDY Location B Arrive Residence

Daily Expenses

<u>Date</u>		<u>Total</u>	
1 Oct	Lodging M&IE (\$38 x 75%) Total Total Daily Reimbursement	\$70.00 + 28.50 \$98.50	\$98.50
2 Oct	Lodging M&IE Total Total Daily Reimbursement	\$70.00 + 38.00 \$108.00	\$108.00
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total Total Daily Reimbursement	\$120.00 5.00 15.00 + 30.00 \$170.00	\$170.00
4 Oct	Breakfast Lunch Total Total Daily Reimbursement	\$10.00 + 15.00 \$25.00	\$25.00
TOTAL REIMBURSEMENT			\$401.50

EXAMPLE 4

Travel to multiple TDY points

Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B
 AEA authorized for lodging and M&IE in OCONUS TDY Location C

Per Diem Rate for CONUS TDY Location A			
Max Lodging		M&IE	Total
\$208		\$46	\$254
Per Diem Rate for OCONUS TDY Location B			
Max Lodging		M&IE	Total
\$209		\$85	\$294
Per Diem Rate for OCONUS TDY Location C			
Max Lodging		M&IE	Total
\$172		\$71	\$243
Actual Expense Allowance Computation for OCONUS TDY Location C AEA authorized NTE \$364.50 (\$243 x 150%) Lodging NTE \$258 (\$172 x 150%) M&IE NTE \$106.50 (\$71 x 150%)			
Itinerary			
Date	Travel Status		
5 Aug	Depart Residence Arrive CONUS TDY Location A		
6 Aug	TDY – CONUS TDY Location A		
7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B		
8 Aug	TDY – OCONUS TDY Location B		
9 Aug	TDY – OCONUS TDY Location B		
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C		
11 Aug	TDY – OCONUS TDY Location C		
12 Aug	Depart OCONUS TDY Location C Arrive Residence		
Daily Expenses			
Date		Total	
5 Aug	Lodging M&IE (\$46 x 75%) Total Total Daily Reimbursement	\$200.00 <u>+ 34.50</u> \$234.50	\$ 234.50
6 Aug	Lodging M&IE Total Total Daily Reimbursement	\$200.00 <u>+ 46.00</u> \$246.00	
7 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00

8 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
9 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total Total Daily Reimbursement	\$200.00 7.00 20.00 <u>+ 35.00</u> \$262.00	\$ 262.00
11 Aug	Lodging Breakfast Lunch Dinner Total Total Daily Reimbursement	\$200.00 10.00 18.00 <u>+ 30.00</u> \$258.00	\$ 258.00
12 Aug	Breakfast Total Total Daily Reimbursement	<u>\$8.00</u> \$8.00	\$ 8.00
TOTAL REIMBURSEMENT			\$1878.50

PART N1: POC USE FOR TDY TRAVEL

C4650 MILEAGE ALLOWANCES FOR POC USE

Employees or others engaged in official business for the Government may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

C4651 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in travel authorizations.

B. POC Use Advantageous to the Government. POC TDY mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government. When TDY travel by POC is not advantageous to the Government but is authorized/approved as a matter of personal preference, reimbursement is on a constructed basis limited to the cost of the transportation mode authorized in the travel authorization. Constructed cost is determined as indicated in par. C2156. See par. C4651-D when a POC is used in lieu of Government-furnished automobile and pars. C2400 and C2401 for POC use for local travel.

D. Privately Owned Automobile in Lieu of Government-furnished Automobile (FTR §301-10.310)

1. When Use of Government-Furnished Automobile Is Advantageous to the Government

a. GSA prescribes the TDY mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rate may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to TDY mileage reimbursement for the official distance, the employee is authorized reimbursement for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-furnished Vehicle Available. When a Government-furnished vehicle is available but an employee asks to use a privately owned automobile for TDY travel under the provisions of par. C2180-C, mileage reimbursement is at the rate listed in par. C2500 for partial reimbursement for POC use. This rate applies if the employee:

a. Is committed to use a Government-furnished automobile in accordance with par. C2180-C, but occasionally uses a POC; or

b. Asks to use a POC, but the DoD component has a Government-furnished automobile available. ***In this situation, the employee should generally not be authorized POC use.***

3. Reimbursement when Transportation in a Government-furnished Automobile as Passenger/Driver Is Available

a. ***When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not authorized any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).***

b. If the Government-furnished automobile did not make the trip, the employee is authorized reimbursement at the rate in par. C2500 for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is advantageous to the Government.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel authorization.
2. When official travel is by oral authorization, parking fees are reimbursable when the travel-approving/directing official approves the claim.
3. Reimbursement is allowed only for parking fees related to official business.
4. Parking fees are not allowed for PDT.

C. Government-furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.
2. No deduction is made from the mileage payable to the employee authorized to be reimbursed because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid TDY mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid TDY mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs from PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one traveler is paid TDY mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C5060-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2180).
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).

*B. Not Advantageous to the Government

1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C4651 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- c. This paragraph does not apply to travel performed under par. C2180 (B-183480, 4 September 1975).

2. Mileage and Per Diem Computation

- a. The TDY Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-B2a.
- c. The per diem rate authorized in the travel authorization is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair airfare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
 - (1) The traveler claiming mileage, and
 - (2) Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

*5. Passengers

- a. Passengers, accompanying the employee claiming mileage, are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

NOTE: The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>.

***EXAMPLE**

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount was \$65. Actual lodging cost at Jacksonville, FL, was \$40.

Total Constructed Travel Cost by Common Carrier (including per diem on travel days to and from Jacksonville, FL)		
1 round-trip air coach ticket (incl. federal tax paid by Government)	\$163.27	
Total taxicab expense at origin and destination point	9.00	
Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% x \$34) plus \$40 lodging cost.	65.50	
Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% x \$34).	25.50	
Total Constructed Cost	\$263.27	\$263.27

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Total Cost of Actual Travel by Automobile		
TDY Mileage & Tolls. 2,325 miles @ \$0.405 per mile (round-trip)	\$941.63	
Tolls	12.00	
Total Transportation Cost	\$953.63	953.63
Per Diem for Travel from Boston, MA, to Jacksonville, FL		
Departure Day from Boston, MA (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$23.25 (75% x \$31) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$58.25	
Second Day. M&IE rate for lodging location on 2 nd day plus lodging cost. \$31 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	70.00	
Third Day (Arrival Day at Jacksonville, FL) M&IE rate for Jacksonville plus lodging cost. \$31 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99.	71.00	
Per Diem Cost for travel from Boston, MA, to Jacksonville, FL	\$199.25	\$199.25

Per Diem for Travel from Jacksonville, FL, to Boston, MA		
Departure Day from Jacksonville, FL (1st Day). M&IE rate for lodging location on the 1st day plus lodging cost. \$31 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$70.00	
Second Day. M&IE rate for lodging location on the 2nd day plus lodging cost. \$31 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	66.00	
Third Day (Arrival Day at Boston, MA). 75% of M&IE (Same as rate for the en route stopover point on the 2nd day. \$23.25 (75% x \$31)	23.25	
Per Diem Cost for Travel from Jacksonville, FL, to Boston, MA	\$159.25	\$159.25
Total Cost of Actual Travel by Automobile		\$1,312.13

3. Since the cost for the actual travel performed (i.e., TDY mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

NOTE: All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is authorized:

- (1) the authorized TDY mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, ***and***
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the traveler is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is authorized:

- a. The authorized mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, *and*
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see par. C4661-B3) for the authorized travel.

PART N2: RETURN TO PDS DURING TDY

C4675 TRAVEL AUTHORIZATIONS

The AO must have it stated in the travel authorization if an employee is:

1. Required to return to the PDS on non-workdays at Government expense, or
2. Authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel authorization to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the AO may require an employee to return to the PDS for non-workdays, as long as:

1. The expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,
2. Availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
3. The travel authorization states the employee must return to the PDS.

C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. Non-workdays, or
2. Workdays after the close of business

to the:

3. PDS, or
4. Place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

Employee's daily TDY lodging cost was \$61, which, when added to the applicable meal and incidental expense rate of \$34 equals \$95 (does not exceed the TDY location \$105 maximum per diem rate).

Actual Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Thurs 10/21	\$34 + \$61 =	\$95.00
Fri 10/22	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
Sat 10/23	At PDS	0
	Round-trip Transportation Cost	\$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Mon 10/25	\$34 + \$61 =	\$95.00
Tue 10/26	\$34 + \$61 =	\$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
	Total Actual Cost	\$609.00

Constructed Cost

Wed 10/20	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Thurs 10/21	\$34 + \$61 =	\$95.00
Fri 10/22	\$34 + \$61 =	\$95.00
Sat 10/23	\$34 + \$61 =	\$95.00
Sun 10/24	\$34 + \$61 =	\$95.00
Mon 10/25	\$34 + \$61 =	\$95.00
Tue 10/26	\$34 + \$61 =	\$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
	Total Constructed Cost	\$682.00

In this example the employee is due \$609.00 (actual cost) since it is less than the constructed cost (\$682.00).

***EXAMPLE 2**

Lodging-Plus Per Diem Computation		
Mon	3/5	Depart PDS
Mon	3/5	Arrive TDY
Fri	3/9	Depart TDY
Fri	3/9	Arrive PDS
Sun	3/11	Depart PDS
Sun	3/11	Arrive TDY
Fri	3/16	Depart TDY
Fri	3/16	Arrive PDS

1. Employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$31 equals \$76 (does not exceed the TDY location \$90 maximum per diem rate).

2. **Constructed Cost:** Applying the \$76 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of \$228 for Friday, Saturday and Sunday (\$76 per day x 3 days = \$228).

3. **Actual Cost:**

Per diem for day of return to the PDS on Friday 75% of \$31	\$ 23.25
Cost of round-trip transportation	\$140.00
Per diem for day of travel to TDY location (75% of \$31) + \$45	<u>\$ 68.25</u>
Total	\$231.50

4. Since the actual cost of per diem and the transportation (\$231.50) for travel to the PDS and return exceeds the constructed cost of per diem (\$228) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed \$228.

5. Using the same example, in a situation in which an employee accompanies another employee who is driving a POC, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of \$231.50. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. **NOTE:** *Mileage is not paid to the passenger. See par. C4661-B5.*

6. If each employee's per diem is taken into account, the maximum per diem payable would be \$456 (\$76 x 3 days = \$228 x 2 employees).

7. If the round-trip transportation cost for the two employees is \$140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$323) (\$23.25 per diem for Friday + \$68.25 per diem for Sunday = \$91.50 x 2 people = \$183 per diem + \$140 transportation = \$323) is payable. The driver receives \$231.50 and the passenger receives \$91.50. There also is a \$133 savings to the Government (\$456 - \$133).

***EXAMPLE 3**

1. An employee is assigned to a TDY location. The travel authorization does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.
2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of \$40 per day and would have been authorized per diem of \$71 (\$31 + \$40), which is within the TDY location \$90 maximum per diem rate.
3. The \$71 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	Return PDS	1830
Tues	10/16	Depart PDS	0600
Tues	10/16	Return PDS	1830
Wed	10/17	Depart PDS	0600
Wed	10/17	Return PDS	1830
Thurs	10/18	Depart PDS	0600
Thurs	10/18	Return PDS	1830

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*PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of \$31 (M&IE Rate) (par. C4553-D)	\$ 23.25
Tue	10/16	75% of \$31 (M&IE Rate)	23.25
Wed	10/17	75% of \$31 (M&IE Rate)	23.25
Thurs	10/18	75% of \$31 (M&IE Rate)	23.25
Four round trips of 150 miles each @ \$0.405 per mile			\$ 243.00
Total Per Diem & TDY Mileage for Actual Travel			\$336.00

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*CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of \$31 (M&IE Rate) plus \$40 (Lodging cost)	\$ 63.25
Tue	10/16	\$31 (M&IE Rate) plus \$40 (Lodging cost)	71.00
Wed	10/17	\$31 (M&IE Rate) plus \$40 (Lodging cost)	71.00
Thurs	10/18	75% of \$31 (M&IE Rate)	23.25
One round trip of 150 miles @ \$0.405 per mile			\$ 60.75
Total Constructed Cost			\$289.25
The employee is reimbursed \$289.25 since it is the lesser amount.			

EXAMPLE 4

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$270.00, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

C4678 RETURN TO PDS DURING EXTENDED TDY**A. General**

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.
2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.
3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.*

B. Cost Analysis

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. *An analysis must be conducted at least every other year.*

C. Authorized Return

1. Authorized return travel is intended for an employee whose employment *requires frequent extended TDY* assignments away from the PDS.
2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:
 - a. Justified by the cost analysis required in par. C4678-B, and
 - b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.
3. *A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.* The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

Example 1: Traveler TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The traveler checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The traveler pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the traveler is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the Location B rate is \$173 (\$122 for lodging and \$51 for M&IE) and the traveler is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the traveler remained in Location B. The traveler's lodging tax in Location C each night is limited to \$14.64 per night (12% of the \$122). The traveler is reimbursed up to \$29.28 for lodging tax while in Location C. ***The traveler is not authorized any TDY mileage for driving between Locations B and C.***

Example 2: Traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying on the installation at a cost of \$20/night with no charge for taxes and will be paid the \$31 proportional meal rate (PMR) based on the use of 1 or 2 Government meals daily. The traveler drives to Location Z on Friday night and returns to Base Y Sunday night. The traveler checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The traveler paid \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location Z lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y. The fact that the traveler was using Government quarters and 1 or 2 Government meals per day has no effect on the traveler's M&IE on days when not using those meals. ***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The traveler drives to Location F on Friday night and returns to Location E Sunday night. The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

4. A statement that return travel is authorized must be included in the travel authorization, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

C4679 LODGING RETAINED AT TDY LOCATION

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized 'Lodgings Plus' per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
2. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
3. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

EXAMPLE

1. The employee is on long term TDY renting an apartment at a cost of \$1,000 per month.
2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100).
55% of \$34 (M&IE) = \$18.70
55% of \$66 (Lodging) = \$36.30
Total = \$55 or 55% of \$100 = \$55
3. The employee is reimbursed $\$36.30 \times 30 = \$1,089$ per 30-day month for lodging.
4. The travel authorization allowed the employee a return trip home every 3 weeks.

SCENARIO 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.
2. The employee is authorized $\$1,016.40$ ($28 \times \$36.30$) for lodging for the first month.
3. Since the employee is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

SCENARIO 2

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.
2. The employee is authorized $25 \times \$36.30 = \907.50 for lodging for the third month.
3. The employee is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).
4. The employee would have been reimbursed \$181.50 ($5 \times \36.50) for those 5 nights had the employee not returned to the PDS.
5. The \$92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS (\$181.50).
6. At the AO's option, the employee may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

PART O: OCCASIONAL MEALS AND/OR LODGING***C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)**

Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving/directing official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4554-A for meals and/or payment for lodging up to the maximums (see <http://www.dtic.mil/perdiem/pdrates.html>) when the traveler is required to purchase these items when not authorized per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

CHAPTER 4
PART P
RESERVED

CHAPTER 4

PART Q

RESERVED

PART R: RESERVED

PART S: CONFERENCES

C4950 CONFERENCE PLANNING (FTR PART 301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. (FTR §301-74.1) The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

*D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

2. Conference Costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

- a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs);
- b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference);
- c. meeting room and audiovisual costs;
- d. registration fees;
- e. speaker fees;
- f. conference-related administrative fees; and
- g. similar costs.

3. Conference Lodging Allowance: The lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. (FTR §301-74.3) When planning a conference DoD Agencies must:

- 1. Determine which conference expenditures provide the greatest advantage to the Government; by
 - a. ensuring appropriate management oversight of the conference planning process;
 - b. performing cost comparisons of the size, scope, and location;
 - c. determining if a Government facility is available at a lesser rate;

- d. considering conference alternatives, e.g., teleconferencing;
 - e. maintaining written documentation of the alternatives considered and the selection rationale use; and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs;
 3. minimize the attendees' travel costs;
 4. minimize the attendees' time costs;
 5. use Government-owned or Government provided facilities as much as possible;
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season); and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. (FTR §301-74.2) When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses;
2. rent of rooms for official business;
3. usage of audiovisual and other equipment;
4. computer and telephone access fees;

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5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items;
NOTE: When a majority of the attendees (at least 51%) are in a travel status (see Appendix A), refreshments may be provided for all attendees (including local attendees).

6. printing;
7. registration fees;
8. ground transportation; and
9. attendees' travel and time cost.

G. Cost Comparisons. (FTR §301-74.4) When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate;
2. overall convenience;

3. fees;
4. meeting space availability;
5. equipment availability, e.g., audiovisual, fax;
6. commuting or travel distance of most attendees; and
7. other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

3. Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

NOTE: This website is case sensitive.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.
3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

- *1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in par. C4950-F3, and
2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. Government Sponsored Conference. (FTR, §301-74.8) Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.
2. Non-government Sponsored Conference. (FTR, §301-74.9) The authorizing/order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JTR, Chapter, 4, Part M, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

C4955 CONFERENCE ATTENDANCE

A. General. Employees may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees' work responsibilities.

B. Authority. Title 5 U.S.C. §4110 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959)).

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. similar activities.

D. Non-government Sponsored Conferences

*1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. C4955-D2, C4955-D3 and C4955-D4.

2. Attendance and Approval Requirements. Attendee selection and approval are subject to regulations of the separate DoD Components consistent with the regulations on Acceptance of Payment from a Non-Federal Source for Travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

3. Purpose. Employees may attend conferences at Government expense to:

- a. further the programs of their DoD components;
- b. present scientific and technical papers which further the development of the U.S. resources; and
- c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/pdrates> is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. does not involve travel,

- b. does not involve per diem, and
- c. for which a travel order is not issued,

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee) (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

PART T: SPECIFIC ASSIGNMENT CONDITIONS

C4975 TRAVEL OF CONSULTANTS AND EXPERTS

A. Authority. Title 5 U.S.C. §5703 and 50 U.S.C., App. §2160 provide entitlements for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and reimbursement of expenses incident to TDY assignments for these individuals.

NOTE: See, par. C3103-A and Appendix E, Parts I and II for applicable travel authorization formats and par. C4562 for per diem allowances.

B. Conditions. Individuals serving without pay or at \$1 per year are authorized the allowances in pars. C4975-B1 through C4975-B5. Consultants and experts employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C4975-B1 through C4975-B5 when it is determined to be in the Government's best interest:

1. transportation expenses, per diem allowances, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. expenses for transportation for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined more advantageous or economical to the Government;
4. per diem allowance while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 U.S.C., App. §2160).

If more than 130 days of full-time service is performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no entitlement for per diem or AEA at the regular place of assignment (35 Comp. Gen. 90 (1955); 36 id. 351 (1956)). However, per diem authorization is not precluded in connection with other TDY assignments at places of duty away from the regular duty location.

C4976 WITNESS TRAVEL

A. General. TDY regulations apply when, in connection with any judicial or agency proceeding, an employee is:

1. summoned/authorized to respond,
2. assigned by the agency to testify/produce official records on the Government's behalf,
3. to testify in the employee's official capacity, or
4. to produce official records on behalf of a party other than the Government.

B. Definitions. The following definitions only apply to this paragraph:

1. Judicial Proceeding. As used in this paragraph, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury,

or coroner's inquest) that is judicial in nature held in the U.S. and non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as hearings/conferences conducted by a prosecuting attorney to determine whether an information or charge should be made in a particular case) proceedings.

2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).

3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

C. Allowable Travel Expenses. Travel expenses at the rates/amounts allowable for employees on TDY are paid to an employee performing travel under this paragraph. However, if any travel expenses are paid to the employee for appearance by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the Government, the payment must be deducted from the amount otherwise payable under the travel authorization. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a witness for the Government, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, [the agency chargeable with the travel expenses issues a travel authorization for the required travel](#). If an employee serves as a witness in an official capacity or produces official records for a party other than the Government, the employing agency pays the employee's allowable travel expenses.

C4977 JUROR TRAVEL

A TDY travel authorization shall not be issued when officials or employees are summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the Government. Regulations of the separate departments of the DoD regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement apply.

C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE

A. General. TDY travel regulations apply when employees serving as labor organization representatives perform travel to attend labor-management meetings that are certified to be in the Government's primary interest. The term "Labor Organization Representative," as used in this paragraph, means a DoD employee specifically designated by a labor organization to represent an organization in dealing with management.

B. Certifications. All authorizations for the payment of travel expenses to employees serving as labor organization representatives to attend labor-management meetings must be supported by the certification cited in par. C4978-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel:

1. is incident to attendance at a meeting which is primarily in the Government's interest;
2. is incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. is not for the purpose of engaging in activities covered by 5 U.S.C. §7131(b), which provides internal labor organization business be conducted only when employees are in a nonduty status.

C4979 TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS

A. General. Travel and transportation at Government expense may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined in each case to be closely related to the official duties of the employee and the functions and activities of the employee's agency (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award.

B. Allowable Expense. Transportation and per diem or AEA are the same as those prescribed for TDY.

C. Prohibition. Travel and transportation at Government expense is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee (see Appendix E, Part I, Invitation to Travel, par. A-5). Except as provided in Chapter 4, Part Q, there is no authority for an employee authorized travel under this paragraph to accept reimbursement from a private organization for travel and other expenses.

CHAPTER 5

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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Government's interest from one PDS to another without a break in Federal Government employment.
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. Employees who qualifies for "last move home" travel and transportation allowances upon separation from Government service.
7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD component (FTR §302-1.2(a)(2) & 5 USC §5734). See par. C5080-C for a DoD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter as one of the following:
 - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.
 - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependents. When employees elect separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of non-employee dependents.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee family members.

*C. Employee Married to Military Member. An employee is authorized PCS allowances when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** See pars. C5310-A3 and C13120 regarding duplicate payments.

D. Travel Authorization Issuance. See Chapter 3 for travel authorization issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.***

2. DoD Component Responsibility. It is each DoD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized in accordance with par. C3000, PCS allowances must be paid (see par. C5050) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government's interest" are:

1. Management Directed. If a DoD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Government's interest.

2. PCS Moves Not in the Government's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Government's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

- (1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.
- (2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.
- (3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances are to be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- *(1) Or re-employed former employee affected by RIF or transfer of functions (see par. C5080-C),
- (2) In connection with an agency-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual residence.

NOTE: An employee who signed a new agreement in connection with return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. Authorizing/Order-issuing Official Certification. A transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the authorizing/order-issuing official certifies that:

- (1) The proposed transfer is in the Government's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

**C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/
TRANSFERS/MOVEMENTS**

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does **not** include eligibility for:
 - a. Emergency evacuation, or

b. Former employees separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for civilian employees when travel is in the Government's interest.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. The regulations in this volume are an administrative implementation for DoD civilian employees of the regulations in the FTR, which applies to all Federal employees. References to the FTR are included for research purposes.

TABLE 1 - ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of a civilian employee, except in connection with emergency evacuation and former employees separated by RIF or transfer of function, and restored to duty.

MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Goods Temporary Storage	(J) Non- temporary Storage Household Effects
(1) First PDS travel - appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	Footnotes 5 and 7
*(2) First PDS travel to OCONUS PDS (footnotes 8, 9, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
*(4) PCS from OCONUS PDS to CONUS PDS (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
*(6) PCS between OCONUS PDSs (footnotes 1 and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality)	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6

Effective 3 February 2005

*Footnote 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4500 instead of per diem or an AEA for the employee while at the training site.

*Footnote 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

*Footnote 3 -- Allowed when old/new PDS are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Government's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (see par. C14000-C).

Footnote 4 -- Advance allowed if not shipped via a Government-arranged move.

Footnote 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 -- Allowed only for teachers employed in DoDEA applicable between school years.

*Footnote 7 -- The Government must arrange the NTS.

*Footnote 8 -- Foreign Transfer Allowance (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

Footnote 9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1004.

*Footnote 10 -- Foreign Transfer Allowance/Home Service Transfer Allowance (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1004.

*Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or <i>reimburse when the DoD component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10) ² .	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B) ³ .

¹ **Note to Column 1 heading:** A DoD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this volume. JTR, Chap. 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

² **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

³ **Note to Column 2, Item 1:** Transportation of a POV may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (see JTR, par. C5212).

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCNUS)

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, Chap. 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://www.state.gov/m/a/als/ . 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area. 4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).

¹ **Note to Column 1 heading:**

(a) Temporary quarters subsistence expense (TQSE) in Chapter 13 is **not** authorized for new appointee movement to first PDS.

*(b) The Miscellaneous Expense Allowance (MEA) in Chapter 5, Part G is not authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chapter 15) (FTR, Part 302–12).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). ¹ 6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	*1. House-hunting, per diem, & transportation, employee & spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).

¹ **Note to Column 1, Item 5:** Only when assigned to a designated isolated official station in CONUS.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17) ¹ .	1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 13 may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15). 6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12). 7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).

¹ **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11) ¹ . 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. ¹

¹ **Note to Column 1, item 3:** Allowed when old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Government's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 3. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 13) (FTR, Part 302–6) ¹ .

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4).	1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, Chap. 4, Part P) (FTR, §302-3.304)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, par. C5090) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, par. C4803) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, par. C4111) (FTR, §302-3.400)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).	*1. House-hunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6).

**TABLE 12. ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 USC §4109)
¹(JTR, par. C4500)**

1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4). 2. Per Diem for employee (JTR, Chap. 4, Part K) (FTR, Part 302–4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302–7).
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¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

CHAPTER 5 PERMANENT DUTY TRAVEL

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)

A. POC Travel.

1. Except for RAT, the PCS mileage allowance rate for PDT by POC, when authorized/approved, depends on the number of authorized travelers in the vehicle.

Effective 1 October 2004

2. An authorized traveler is any employee/dependent traveling IAW a PDT travel authorization, including an employee traveling as a dependent under par. C5000-B1b. An employee eligible for travel and transportation allowances as an employee under a PCS travel authorization is authorized \$.15 per mile even if a passenger. In the case of employees who are married to each other and both are traveling on a PDT travel authorization, if one employee elects not to be treated as a dependent of the other employee (see par. C5000-B1a), but travels in the same POC, each is authorized a PCS mileage of at least \$.15 per mile. One employee receives \$.15 per mile and the other employee is authorized PCS mileage for self and all other dependents who are authorized travelers (excluding the employee passengers) and reimbursable expenses.

Example 1: An employee married to another employee, each eligible for travel and transportation allowances as an employee (since one employee elects not to be treated as a dependent of the other employee (par. C5000-B1a)), and their two children travel in the same POC. One employee receives \$.15 per mile and the other is authorized \$.19 per mile for self and two dependents. Either employee may submit all of the reimbursable expenses.

Example 2: Employee eligible for travel and transportation allowances on a PCS travel authorization, married to a member of a uniformed service on a PCS travel authorization and their two children travel together in one POC. Either the member or the employee may claim the children and receive \$.19 per mile while the other is paid \$.15 per mile.

3. See par. C2505 for PCS mileage rates. These rates are for the use of up to two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The PCS mileage rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

The total amount must not exceed the PCS mileage rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. Travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authorization for the use of more than two POCs is limited to PDT that is advantageous to the Government. Conditions for reimbursement authorization are in par. C2159-C.

Effective 18 November 2004

***C5060 ALLOWABLE PER DIEM** (FTR §302-4.200)

A. POC Use Advantageous to the Government. When POC use for PDT is authorized (see par. C4552-F when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see par. C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. POC Use Not Advantageous to the Government. When a POC is used for PDT and it is not advantageous to the Government, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

D. Per Diem Rates. See par. C4553-B for applicable per diem rates.

C5065 COMPUTING POC TRAVEL REIMBURSEMENT**A. General**

1. The examples in this paragraph illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/perediemrates.html>.

Effective 4 June 2004

3. See par. C4550-F3 or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

4. The per diem allowance is as computed in pars. C7006 and C5060-A, and examples in par. C4565.

Effective 1 October 2004***B. Reimbursement Computation Example for the Use of One Automobile**

Reimbursement Computation for the Use of One Automobile	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable mileage from San Francisco to Washington DC = 2,826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B). 2826 X \$0.19 = \$536.94	\$ 536.94
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$91 (Standard CONUS per diem rate). 8 X \$91 = \$728	
3. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$728) for actual travel under 'Lodging-plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. \$650 X .75 = \$487.50	487.50
5. Per Diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 X .50 = \$325	325.00
6. Amount spent on Tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,009.44

Effective 1 October 2004

*C. Reimbursement Computation Example for the Use of Two Automobiles

Reimbursement Computation for the Use of Two Automobiles	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, using two automobiles.</p> <p>Allowable mileage from San Francisco to Washington, DC = 2,826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.15 a mile (see par. C2505-B). $2,826 \times \$0.15 = \423.90	\$ 423.90
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.17 a mile (see par. C2505-B). $2,826 \times \$0.17 = \480.42	480.42
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$91 (Standard CONUS per diem rate). $8 \times \$91 = \728	
4. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$728) for actual travel under 'Lodging-plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \487.50	487.50
6. Per Diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 = \325	325.00
7. Amount spent on Tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2,376.82

D. Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips

Computation of the PCS Mileage Allowance Rate for Two Separate Trips	
<p>An employee performs PCS travel from New York City to Atlanta, GA by automobile.</p> <p>The spouse and two children did not accompany the employee because housing had not been arranged at Atlanta.</p> <p>Two weeks after arrival, the employee finds housing, returns to New York City by automobile over a weekend, and drives the spouse and two children to Atlanta.</p>	
866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and 2 children)	+ 164.54
Total PCS mileage allowance rate payable for privately owned automobile travel	\$294.44
<p>In addition to the PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p><i>No per diem is payable on the employee's behalf for the employee's second trip.</i></p> <p>The employee is authorized reimbursement for tolls for the first and second trips from New York to Atlanta.</p> <p>The employee is not authorized reimbursement for the trip from Atlanta to New York City.</p> <p>Per diem for dependents is computed in pars. C7006 and C5060.</p>	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including PCS mileage allowance for POC travel, (see par. C5050-A),
2. Per diem for the employee and dependents,
3. HHG shipment, including storage-in-transit,
4. HHG NTS (***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS***),

5. Miscellaneous expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination (see Chapter 14).

B. Allowance Restrictions. The allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 13), and
2. POV shipment (see Chapter 5, Part E).

C5075 PCS MOVEMENTS (FTR §302–3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in this paragraph.

C. Agreements/Service Requirements/Violation Agreements. See Chapter 5.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

Effective 26 August 2004

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

*b. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in par. C5080-A1a(3).

*c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

*2. Requirements and Allowances for New Employees Assigned to an OCONUS PDS

a. Agreement Requirements. See par. C4001.

b. Service Requirements. See par. C4005.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

*d. Foreign OCONUS Area PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA). See par. C1004. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and

(c) Pre-departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 (<http://www.state.gov/m/a/als/1727.htm>)). Provided for temporary quarters occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Quarters Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

*B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS.
- b. For travel and transportation allowances to the first PDS to be provided, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
- e. See par. C4005-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- *a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
 - (1) An individual who is employed with the Federal Government for the first time,
 - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
 - (3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or
 - (4) A student trainee assigned to the Government upon completion of college.
- c. Is **not** an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

3. DoD Component Responsibility. ***Each DoD component must ensure that new appointees are informed of benefits availability and limitations.***

4. Procedural Requirements

- a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.

b. Travel before Appointment

- (1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
- (2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3)), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
- (3) This paragraph does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

*5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DoD component. Not all of the listed items are applicable in each situation covered by this Part.

- a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for first duty station travel.

- b. Transportation for the appointee's/student trainee's dependents (see Chapter 7).
- c. PCS mileage if a POC is used (see par. C5050).
- d. HHG transportation and temporary storage (see Chapter 5, Part D).
- e. NTS of HHG if appointed to an isolated location or assigned to an OCONUS PDS (see Chapter 5, Part D).
- f. Mobile home transportation (see Chapter 10).
- *g. Shipment of a POV when authorized by the DoD component (see Chapter 11).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

- a. Per diem for dependents;
- b. A house-hunting trip (HHT);
- c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 13);

d. Miscellaneous Expense Allowance (MEA) (Chapter 9); ***NOTE: Chapter 9 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

e. Residence sale and purchase expenses (Chapter 14);

f. Lease-breaking expenses (except as in par. C1004-C4); and

g. Relocation services (Chapter 15).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal Government,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 USC §5735) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 14 for real estate expenses required to be paid by the employee in connection with residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

*4. Travel and Transportation Allowances

a. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),
- (3) A HHT, but only if authorized in the travel authorization, under Chapter 5, Part M, and
- (4) TQSE, but only if authorized in the travel authorization under Chapter 13.

d. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

- (1) The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.
- (2) Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
- (3) PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authorization in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. See JFTR, Chapter 7, Part G, for travel and transportation allowances when Reserve Component members (including dual status technicians) and retired members are called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS

1. Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.
- b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:
 - a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),

- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

- (1) Residence at the time of PCS notification and the old and new PDSs, and
- (2) The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest, *and without the move*:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles); or
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Claims Must Satisfy Conditions

- a. PCS claims for allowances authorized in a travel authorization must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. *Non-compliance of the new residence location is grounds for denial of the various allowances.*
- d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

- a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.
- b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.
- c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)

A. Eligible Employees. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. An agreement providing for return travel and transportation allowances;
2. Served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination not to exceed the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

*2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)

- a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
- b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
- c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
- d. ***If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 7 and Chapter 5, Part D).

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employees Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, not to exceed those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD component, when PCS allowances are authorized by the gaining DoD component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new transportation agreement (see par. C4001).

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD component with assignment to a new PDS at Dayton, OH. The gaining DoD component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD component;
- 2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and
- 3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Denver, CO. The gaining DoD component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD component;
- 2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and
- 3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEES UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:
 - a. Senior Executive Service (SES) positions, and
 - b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.
 2. Exclusions. This Part does not apply to an SES employee who is a:
 - a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 years or less to an SES position, the duties of which expire at the end of that term;
 - b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, not to exceed 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
 - c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.
 3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:
 - a. Satisfied the eligibility criteria in par. C5090-B; and
 - b. Dies in Government service;
 - c. Died after separating from Government service but before travel and/or transportation to home were completed.
- B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, if the employee:
1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:
 - a. One SES career appointment to another;
 - b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or
 - c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At the time of the transfer/reassignment was:
 - a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
 - b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
 - c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;
3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and
4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DoD component, travel and transportation expenses are paid for an eligible employee (see par. C5090-A). Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;

2. Transportation expenses under par. C7000, but not per diem, for the employee's dependents;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and temporary storage (see Chapter 5, Part D) not to exceed 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. Expense items not listed in par. C5090-D that are authorized for reimbursement for a transferred employee (e.g., per diem for family, TQSE, MEA, residence sale and purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services) are not authorized upon the eligible individual's retirement.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate or more than One Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)**C5150 GENERAL**

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

C5152 ELIGIBILITY

The following are eligible for HHG transportation and storage in transit (SIT) at Government expense when relocation is in the Government's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;
4. An SES employee authorized last move home benefits (FTR §302-3.304);
5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ALLOWANCES**A. General**

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1)
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS) (see par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHG is not permitted for a career SES employee.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances may the Government pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E)

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See Appendix A for the definition of PBP&E.

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.

b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

3. Administrative Expense. When the employee's PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific weight of the PBP&E (see par. C5170-D).

e. The PBP&E may be returned as an administrative expense to an employee's actual residence or any other location, at a cost not to exceed the constructed cost to the actual residence, for an employee separating from Government service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). See also par. C5180-C4.

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance (see Appendix F).
4. Consumable goods are transported like HHG.

Effective 1 October 2003

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, boat or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is not charged against the weight allowance in par. C5154-B (ex., when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance) (GSBCA 16131-RELO, 21 July 2003). Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

F. HHG Transportation Expenses

1. Government-paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, uncrating, and transportation;
 - b. Drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and
 - c. Storage in transit (SIT) NTE 90 days, as applicable (see par. C5190-B1).

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's expense. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.

Effective 4 February 2005

*2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG, (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
- e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.
- f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. ***See DoD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.***

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

- (a) Paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (c) An official weight certificate/authenticated weight designation.

- (2) Constructed weight may be used when:
- (a) Proper weighing facilities are not available at origin/any point en route/destination, or
 - (b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). Submission procedures for HHG loss or damage claims are provided in Service regulations.

Effective 7 February 2005

*I. Services. HHG (see Appendix A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY travel authorization that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. Part of the shipment originates at the last PDS and the remainder at one or more other points;
3. The destination is the new PDS or another point; or
4. The destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: The total amount paid by the Government must not exceed the cost of transporting the HHG in one lot by the method selected under par. C-5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to Uniformed Service Member. An employee married to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization is issued to the employee. (See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975)).

EXAMPLE: An employee's uniformed member spouse receives a PCS travel authorization. The member's PCS weight allowance is 12,500 lbs (See JFTR, par. U5310). The employee receives a PCS travel authorization. The employee's PCS HHG weight allowance is 18,000 lbs. (See. par. C5154-B). Together they may ship 30,500 pounds of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

See JFTR, par. U5012-C for transportation of HHG for a uniformed member married to a DoD civilian employee when both are authorized HHG shipments to the same new PDS.

K. HHG Transportation between Local Quarters.

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written travel authorization to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, 22 April 1959; 52 Comp. Gen. 293 (1972)).

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight (see par. C5170-D).
- d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5156) do not apply to this HHG transportation authorized.

C5156 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When Government furnishings are provided at OCONUS locations, HHG transportation at Government expense to or from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight. ***NOTE: A travel authorization permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be shipped at Government expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government and/or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The AO or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Shipment from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transportation does not exceed the authorized weight limit for the new PDS.

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous period of OCONUS employment must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization.

B. Unaccompanied Baggage

1. General

- a. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
- b. Unaccompanied baggage is defined in Appendix A.
- c. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

3. Transportation. Except as in par. C5160-B4, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

4. Air Transportation (Expedited Mode) to, from, or between OCONUS PDSs

a. General

- (1) The total amount of unaccompanied baggage transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- (3) Unaccompanied baggage may be transported by air from the old PDS to the appropriate POE to arrive before the departure time of the employee's or dependent's transportation.

b. Conditions. Unaccompanied baggage may be transported by air when:

- (1) Shipment by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Government-procured. The Government contracts, negotiates, audits and pays transportation vouchers directly to the carriers. A PCS travel authorization must state:

- a. The transportation authorization,
- b. That the HHG are to be shipped by a Government-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee, with assistance as required from the activity from which the employee is departing, must make the necessary HHG shipment arrangements through the servicing transportation officer. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.
2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables: Go to the GSA Internet website (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=13272&contentType=GSA_BASIC) and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page. To get the actual rate tables you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series), which is available from:

American Moving and Storage Association
1611 Duke Street
Alexandria, VA 23314-3482
Tel. 703-683-7410

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). Employees who choose to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the Government pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the Government-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at Government expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at Government expense authorized by this Volume, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS to CONUS PCS travel authorization.
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS travel authorization.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS travel authorization does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).
6. The chart below details considerations when determining a shipping method to authorize on a PCS travel authorization.

CONSIDERATIONS (FTR §302-7.14)		
Method	Advantages	Disadvantages
Commuted Rate	<ol style="list-style-type: none"> 1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges. 	<ol style="list-style-type: none"> 1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. *3. <i>Commuted rate method does not apply to intrastate moves</i>; and *4. <i>Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</i>
Actual Expense	<ol style="list-style-type: none"> 1. The Government may take advantage of special discounts offered. 	<ol style="list-style-type: none"> *1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DoD 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals;

jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments is charged against the employee's weight allowance.

F. HHG and Mobile Home Allowances. See par. C10001.

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued, but the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. Time Limitation

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports to work) at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- (1) The HHG transportation authorization (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the effective date of the employee's separation.
- (4) Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days at Government expense cannot be authorized/approved under any circumstances.***

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See **NOTE 2** below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

NOTE 2: *PBP&E weight is based on 40 pounds per cubic foot.*

C5175 EXCESS CHARGES

A. Policy

NOTE: *The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. Payment for the transportation and collection from the employee for excess charges are in accordance with finance regulations. (FTR §302-7.200)*

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.
3. When an excess weight status is known prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: See AR 55-71, Transportation of Personal Property and Related Services;
2. Navy: See Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
- *4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.)
OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.
4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

EXAMPLE: An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) ***Government transportation facilities may not be used in connection with the advance HHG transportation.***

c. Employee Returning for Separation

- (1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
- (2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's transportation agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

Effective 4 January 2005

***C5190 TEMPORARY STORAGE/STORAGE IN TRANSIT (SIT)**

NOTE: *The maximum total time limit for temporary storage/SIT is 180 days (FTR §302-7.8).*

A. General (FTR §302-7.107). Temporary storage/SIT is short-term storage that is part of HHG transportation. Temporary storage/SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and **NOTE** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.
2. Agreement and Liability Conditions
 - a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
 - b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.
 - c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the financial responsibility of the individual and may be recoverable under finance regulations as a debt due the Government.
3. Authorization
 - a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.
 - b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:
 - (1) Available housing at the PDS can accommodate the HHG,
 - (2) Adequate housing is available within daily commuting distance, or
 - (3) It is for the employee's convenience.
4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

- a. Conversion of HHG in SIT to NTS,
- b. Conversion of storage at personal expense to NTS at Government expense, and
- c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

Effective 28 October 2004**5. Time Limitation.** (FTR §302-8.108)

- a. NTS at Government expense may be authorized for the duration of the employee's assignment NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
- b. Eligibility for NTS at Government expense terminates on the last day of work at the isolated official station if before the end of the 3-year period or at the end of the 3-year period.
- c. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Government expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (see examples). To avoid inequity, the employee's Command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.
- d. When the NTS eligibility period terminates at the end of 3 years, the employee's Command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

<u>EXAMPLE 1</u>	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5c)
Command approves storage extension to the 90 th day after the last day of work at the PDS:	29 November 2003 (last day of work at the PDS 31 August 2003 plus 90 days (par. C5195-A5c))

EXAMPLE 2	
Storage terminates:	4 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-A5b) <i>Employee's eligibility ended: 4 August</i> <i>1st month after the month (August) the employee's eligibility ended was: September</i> <i>2nd month after the month the employee's eligibility ended was: October</i>
Command approves storage extension to the 90 th day after the last day of work at the PDS:	2 November 2003 (last day of work at the PDS 4 August plus 90 days (par. C5195-A5c)

6. Place of Storage. The transportation officer determines the NTS location.
7. Allowable Costs. Allowable costs for NTS of HHG include:
 - a. Packing,
 - b. Crating,
 - c. Unpacking,
 - d. Uncrating,
 - e. Transportation to and from storage place,
 - f. Charges while in storage, and
 - g. Other necessary charges directly relating to the storage.
8. Documentation
 - a. NTS authorization must be in the PCS travel authorization.
 - b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.
 - c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at Government expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed

b. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

a. Employee is not authorized to transport HHG to the PDS,

b. Employee is unable to use HHG at the PDS,

c. Storage is authorized in the Government's best interest, or

d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

Effective 28 October 2004

*3. Time Limitation (FTR §302-8.203)

a. NTS, at Government expense, may be authorized for a period NTE the tour of duty.

b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

d. The losing OCONUS command may extend the period of NTS at Government expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

e. The employee's losing OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

EXAMPLE	
Storage terminates:	31 August 2003 (last day of work at the PDS)
Storage at Government expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2003 (par. C5195-B3c) <i>Employee's eligibility ended: 31 August 2003</i> <i>1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October</i>
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2003 (last day of work at the PDS 31 August 2003 plus 60 days (par. C5195-B3d))

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS, at Government expense, the following actions must be taken:

a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

(1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel authorization, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.*** and

(2) The original warehouse inventory receipt.

b. The gaining OCONUS personnel office must:

(1) Establish an employee NTS HHG file that:

(a) Is separate from official personnel records;

(b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(c) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

(2) Furnish the FY fund citation to the Transportation Officer;

(3) Inform the transportation officer if the employee's NTS authorization stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(2) Return transportation is authorized by this Volume for the employee.

c. Employee-paid Expenses

(1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.

(2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

EXAMPLE: After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

d. Documentation. Paid expense receipts of \$75 or more are required.

e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

1. Storage between School Years

a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.

b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:

- (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
- (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
- (3) DoDDS employee meets the eligibility conditions for NTS; and
- (4) Storage is in lieu of:
 - (a) Government quarters occupancy,

Effective 24 September 2004

(b) A quarters allowance (20 USC §905(c)) ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or***

(c) Any other HHG storage to which that DoDDS employee is authorized by this Volume through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

- (1) Commercial storage costs (including related services), or
- (2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

- a. May be authorized/approved by the AO if it is in the Government's best interest;
- b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;
- c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;
- d. Cannot exceed the applicable weight allowance for which there is authorization in this Volume;
- e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
 - (1) Report for duty at the OCONUS PDS when leave without pay ends, or
 - (2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

CHAPTER 5

*PART E: POV TRANSPORTATION

SECTION 1: GENERAL

C5200 GENERAL

A. Authorized Personnel. Personnel authorized POV (as defined in Appendix A) transportation include a/an:

1. Traveler transferred in the Government's interest,
2. New appointee, or
3. Student trainee assigned the first PDS.

B. Rental Car. There is no authority in JTR for rental car reimbursement while awaiting POV arrival. Travelers should check to see if the POV shipping contract contains any rental provisions.

C. Miscellaneous POV Shipment Information. For other requirements related to shipping a POV, see the SDDC website at: <http://www.sddc.army.mil>, and "Shipping your POV" at: http://www.usapa.army.mil/pdffiles/p55_2.pdf.

C5204 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at Government expense, is financially responsible for all costs resulting from the excess POV size.

SECTION 2: OCONUS POV TRANSPORTATION

(See Section 3 for intra-CONUS POV transportation.)

C5208 ELIGIBILITY

A. General. Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A record of any determination must be in writing and filed in accordance with personnel directives.

C. Conditions. A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the old PDS to Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawai'i to:
 - a. The port serving the new PDS, or
 - b. An alternate port.
3. The traveler is financially responsible for all excess costs of having the POV transported from Hawai'i to the port from which the POV was originally shipped to Hawai'i.

C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and the traveler/dependent(s) could drive the vehicle. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
 - a. Prohibits importation of the POV; or
 - b. Applies restrictions on such importations;
3. The pertinent military department's regulations prohibit/advise against the shipment of such POVs for military personnel. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned there at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the shipment at Government expense incident to the traveler's PCS following vehicle purchase; or
5. a traveler is hired at an OCONUS location for duty at the traveler's first PDS in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989).*** Example: A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS is not authorized POV transportation to CONUS. Similarly, a traveler residing in Hawai'i, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;

4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed an agreement as provided in par. C4001; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

A. General

1. POV Transportation at Government expense is:
 - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the traveler's last PDS to the unloading port/VPC serving Hawai'i in the case of a traveler assigned to Johnston Island who is authorized POV shipment under par. C5208-DC11002-C.
2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at Government expense includes port-handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For travelers assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.
2. A POV may be shipped to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For travelers assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port to which shipment was authorized in par. C5208-D.
3. When a traveler is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For travelers assigned to Johnston Island, a traveler is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.
4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).
5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see Appendix A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports

1. Transportation Arrangements. The Government must not arrange transportation for a traveler's POV from the:
 - a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, or
 - b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.
2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
 - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
 - b. Limited to the actual cost of having the POV driven/transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the:
 - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC (B-197255, 10 February 1981),
 - (2) Port/VPC and the traveler's new OCONUS PDS, or
 - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation (B-197255, 10 February 1981).

3. POV Delivery/Pickup to/from the Port/VPC

a. Per Diem Not Allowed. Per diem is not allowable when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.

b. Mileage Reimbursement. Reimbursement is authorized at the applicable TDY mileage rate in par. C2500 for one-way travel for the official distance traveled:

- (1) To the port/VPC to deliver the POV, or
- (2) From the port/VPC after reclaiming the POV.

c. Transportation Reimbursement. Reimbursement is authorized for the actual cost incurred for one-way return transportation:

- (1) From the port/VPC after delivering the POV, or
- (2) To the port/VPC to pick up the POV.

d. Limitations. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the POV transportation cost from the:

- (1) Traveler's old PDS/actual residence at the time of appointment, to the port/VPC,
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in Appendix A.

a. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS mileage rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. Transportation reimbursement for POV delivery/pickup incident to PDT by POV also is allowable for the traveler:

- (1) Or the traveler and dependents, from the port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) From the port/VPC to the passenger POE;
- (3) And dependents from the passenger POD to the port/VPC; or
- (4) From the passenger POD to the port/VPC at which the POV is reclaimed

C5220 CIRCUMSTANCES

A. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Government expense provided the maximum amount the Government pays is the cost of transporting the POV from an appropriate port/VPC within CONUS, or a port in Hawai'i for travelers assigned on Johnston Island whose dependents reside in Hawai'i.
2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at Government expense to the appropriate port serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the Government may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Government may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world but the Government's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

C5224 SHIPMENT METHODS

A. Government-arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be in accordance with Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/part4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING REOPENING OF PORT FACILITY OR POV DELIVERY

When PCS travel by POV is authorized as advantageous to the Government, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

Effective for POV shipments on or after 1 November 2003

C5232 REPLACEMENT POV TRANSPORTATION

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Government expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Government's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
 - a. Necessary expenses for actual storage,
 - b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

SECTION 3: CONUS POV TRANSPORTATION

C5240 GENERAL

A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

NOTE: See par. C6554 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and

Effective 30 September 2004

****2. It has been determined in accordance with pars. C5254-A2a, C5254-A2b, C5254-A2c, and C5254-A2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or more POC(s) to the new PDS. Costs to be considered are:***

- a. Cost of POC travel;
- b. Cost of transporting the POV(s);
- c. Cost of travel if the POV(s) is/are transported; and
- d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

Effective 30 September 2004

****C. Towing Equipment Cost.*** When transportation of a POV at Government expense is authorized/approved, an employee may be reimbursed the cost of towing equipment/car carrier used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004). ***NOTE: Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.***

C5248 SHIPMENT METHODS

A. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be in accordance with Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://public.transcom.mil/J4/j4lt/dtr.html>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207). If POV shipment is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by an "traveler with a disability" (as defined in par. C6551) between CONUS PDSs may be:

- a. Arranged by the DoD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DoD component's personnel relocation program.

CHAPTER 5

PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

A. Purpose. The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses.

Effective 3 February 2005

*D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved.
2. An appropriate transportation agreement is signed.
3. The employee moves out of the old residence. and
4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees *Not* Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the United States.

NOTE 2: New appointees and employees performing first-PDS travel to a foreign OCONUS area are eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm> as stated in par. C1004.

2. An employee performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with the PCS;
3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and

4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C5310 REIMBURSEMENT

*A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$500 and \$1,000.

2. Two Employees in One Household

*a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated.

*b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA paid at the *with-dependent rate*.

*c. *Even if each employee has a travel authorization and is traveling as an 'employee', only one MEA is paid* (73 Comp. Gen. 164 (1994)).

*d. **EXCEPTION:** First appointees assigned to an OCONUS PDS are paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule (see par. C1004-C).

B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of \$500 or the equivalent of 1 week's basic compensation;
2. Employees with dependents: the lesser of \$1,000 or the equivalent of 2 week's basic compensation; or
3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of \$500 or the equivalent of 1 week's basic compensation. When an employee:
 - a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. Relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

NOTE 1: *An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).*

NOTE 2: *An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early in accordance with par. C7003-D and do not relocate their household when the employee returns and is authorized PCS allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence in connection with the employee's PCS.*

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents that were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.
4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non-refundable utility fees/deposits;
4. Losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges (B-206538, 14 September 1982) **excluding** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. Pet transportation (cats, dogs, and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***
9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976)));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);
11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);
12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Government's interest (GSBCA 16351-RELO, 1 April 2004); and
13. Similar costs.

E. Non-Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in these regulations;
2. Costs that are not allowed in this Volume;
3. Costs reimbursed under other provisions of law or regulations;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;
10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or this Volume;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in this Volume;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
20. Costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;
22. Costs of newly purchased items, such as rugs or drapes; and
23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. Submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

CHAPTER 5

*PART K: RENEWAL AGREEMENT TRAVEL (RAT)

C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty.
2. Entered into a new written agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (*See pars. C5536-A, C5536-B, and C5536-C*) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive allowances for travel and transportation expenses for RAT provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DoD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DoD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DoD component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DoD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. Travel and transportation allowances for RAT for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. An employee must be advised in writing of this limitation.
6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C5506). ***See par. C2207 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem entitlement.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation.
2. Is going to be involved in a RIF.
3. Has a removal action pending.
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position in connection with rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on DODEA teachers.*

1. General

- a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
 - b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
 - c. RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.
2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) not to exceed 90 days if:
 - a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
 - b. There is a temporary personnel shortage. or
 - c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.
3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (see par. C4005-C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:
 - a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
 - b. 12 months.
4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (see par. C4005-C1e).
5. Computing the Tour of Duty when Delayed RAT is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

EXAMPLE

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by

decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not perform (or has already performed) authorized RAT. Unaccompanied dependents must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers (see par. C5542).

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one agreement and prior to serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). ***RAT authorization is not cumulative from one period of service to another if not used.***

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)

See par. C5190 for up to 90 days of HHG storage.

C5530 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable RAT travel periods between the OCONUS PDSs and the authorized RAT destination. ***No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for dependents while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation.

NOTE: *AEA in JTR, Chapter 4, Part M, may not be authorized/approved for RAT/PCS travel.*

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DoD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoD Education Activity (see par. C5542).

C5536 ALTERNATE DESTINATION

A. Entitlement

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
 - a. A CONUS/non-foreign OCONUS location, or

- b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
3. Contract city-pair fares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair fares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
- *4. The least expensive unrestricted coach fare is to be used for constructed cost purposes (see Appendix P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).
- B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

EXAMPLE 1	
Employee's PDS is Germany. The actual residence is Ames, IA.	
No city-pair to Ames, IA. Least expensive unrestricted coach fare(s) (incorporating some city-pair fare connections) =	\$1,200.00
Employee desires to utilize RAT to Boston, MA.	
City-pair to Boston =	\$1,400.00
Least expensive non-city-pair coach fare to Boston, MA =	\$2,000.00
Since the city-pair fare cost to Boston, MA, is more expensive than the least expensive unrestricted coach fare(s) to Ames, IA, the city-pair fare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800.00

EXAMPLE 2	
Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair to Washington, DC =	\$980.00
Employee desires to utilize RAT to St. Louis, MO.	
City-pair fare to St. Louis, MO =	\$840.00
Since the city-pair fare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.	
Employee's Financial Responsibility	\$ 0.00

- C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependents, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in this paragraph,
2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization,
2. Omitted from the travel authorization may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (in connection with RAT) for HHG shipment except with regard to necessary baggage (see par. C2305). Signing the renewal agreement in connection with RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for unaccompanied dependents' travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. ***Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).***

E. RAT In Connection with other Travel. Employees may not be required to combine RAT with any other funded leave transportation program or travel entitlement. Employers may not require that RAT be combined with any other funded leave transportation program or travel entitlement.

C5542 TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the transportation agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General

- a. Teachers are authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
- d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

- a. Under RAT authority, after completing 1 school-year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.
- d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University

- a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:
 - (1) Under an agreement to attend an accredited college/university,
 - (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
 - (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
 - (4) Attending courses that are required for continued certification in the teacher's home State.
- b. The renewal agreement is signed before leaving the OCONUS area.
- c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.
- d. When a teacher travels at Government expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:
 - (1) Course(s) completion, or

- (2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the Government.

- e. Teachers who return to a CONUS/non-foreign OCONUS location under the exception in this par. C5542-A begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure in connection with the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,
 - (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. (See personnel regulations regarding pay/leave status.) RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years (See par. C5195-C)

1. Entitlement Conditions. See par. C5195-C for HHG storage between school years.
2. In Addition to Storage in Transit. Authority for storage between school years (see par. C5195-C) is in addition to authority for temporary storage in connection with HHG shipment. Storage under these two authorities may overlap in time.
3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

4. Administrative Arrangements

- a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
- b. The transportation officer is responsible for storage arrangements.
- c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.

6. Consecutive School Terms in Different Locations

- a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
- b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
- c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

CHAPTER 5**PART M: HOUSEHUNTING TRIP (HHT) (FTR §302-5)****C5600 GENERAL (FTR §3025 .1-2)**

A HHT:

1. May be allowed at the discretion of the AO. The AO, not the employee, determine whether or not a HHT is necessary.
2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse. and
5. If the HHT is permitted, it should serve to lower the Government's overall relocation costs by reducing the time the employee is later permitted to occupy temporary quarters.

C5602 ELIGIBLE EMPLOYEES (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);
3. Government/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §3025 .4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies;
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location;
3. Employee's children.

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

Separate HHT round trips by the employee and spouse may be allowed; however, the Government's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a transportation agreement; and
2. DoD component establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: *The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
 - a. On the day before the family begins relocation to the new PDS, or
 - b. The expiration of the maximum time for beginning allowable travel and transportation,

C5612 HHT AUTHORIZATION (FTR §3025 .5)

After considering par. C5614-I, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximums in the Part);
4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and
5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. *The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

HHTs are not authorized when the:

1. Employee is to be assigned to a Government/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS, are located in a foreign OCONUS area (see Appendix A).
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302–5.11-12)

House-hunting trips, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, must not exceed 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.
2. If POC use is authorized (thereby making POC transportation in the Government's interest') the applicable PCS mileage rates in par. C2505 apply.
3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable PCS mileage rate in par. C2505 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.
2. A DoD component may, however, offer to pay a fixed amount for subsistence expenses (see par. C5624-B2). The following are factors in determining whether or not to offer fixed amount reimbursement:
 - a. Administration Ease. Per diem payment under par. C5624-B1 (Lodgings-plus method) requires submission of a travel claim for review of the validity, accuracy, and reasonableness of the lodging expense amount. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.
 - b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
 - c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-plus' Method. An appropriate per diem is authorized, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Chapter 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. The amount calculated under par. C5624-B2a or C5624-B2b, as applicable:
 - a. The employee and spouse both travel (together or separately), multiply the applicable locality rate (listed at <http://www.dtic.mil/perdiem/perdiemrates.html>) by 6.25, or
 - b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at <http://www.dtic.mil/perdiem/perdiemrates.html>) by 5.
3. Payment
 - a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
 - b. Any balance from the determined fixed amount not used by the employee for expenses:
 - (1) Belongs to the employee,
 - (2) Is not subject to being collected back, and
 - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150 for lodging and \$51 for M& E).
- b. The single occupancy lodging cost is \$130.
- c. The DoD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the Lodgings-plus option (par. C5624-B1).
- d. When the employee elects per diem under the Lodgings-plus method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

*2. Example 1. The traveler elects a 10-day HHT with per diem computed under the Lodgings-plus' method (par. C5624-B1). The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

<u>Employee's Per Diem</u>		
Travel day to Arlington:	75% \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
8 days in the Arlington Area:	\$51 (M& E) - \$130 (Lodging) - \$181 x 8 days =	\$1,448.00
Travel day back to the PDS:	75% \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,654.50
<u>Spouse's Per Diem</u>		
Using par. C7006-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	75% \$1,654.50 (employee's per diem) =	\$1,240.88
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,654.50
Spouse's per diem		+ \$1,240.88
Total Per Diem for Employee and Spouse		\$2,895.38

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount (par. C5624-B2a). *No lodging receipts are required.*

Total Fixed Subsistence for Employee and Spouse	\$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	\$1,256.25
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4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<p style="text-align: center;"><u>Situation A:</u></p> <p>The employee elects the 10-day HHT with per diem computed under the Lodgings-plus method (par C5624-B1). Using par. C7006-C, the employee is authorized per diem for the spouse up to the maximum rate.</p> <p style="text-align: center;"><i>The employee must provide lodging receipts.</i></p> <p style="text-align: center;"><u>NOTE:</u> <i>If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</i></p>		
Travel day to Arlington:	\$38.25 (75% x \$51) - \$13 0 (Lodging) =	\$ 168.25
8 days in the Arlington area:	\$51 - \$ 130 = \$181 x 8 days =	\$1,448.00
Travel day back to the PDS:	75% \$5 1 =	+ \$ 38.25
Total Per Diem for Spouse		\$1,654.50
<p style="text-align: center;"><u>Situation B:</u></p> <p>The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse.</p> <p style="text-align: center;"><i>No lodging receipts are required.</i></p>		
Total Fixed Subsistence for the Spouse	\$201 x 5 (fixed rate for one person)=	\$1,005.00

5. Example 4. The employee elects a 10-day HHT with per diem computed under the Lodgings-plus method (par. C5624-B1). The employee and the spouse perform HHTs at different times. *The employee must provide lodging receipts.*

<u>Employee's Per Diem</u>		
Travel day to Arlington:	75% \$5 1 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
5 days in the Arlington Area:	\$51 (MR& E) - \$ 130 (Lodging) - \$1 81 x 5 days =	\$ 905.00
Travel day back to the PDS:	75% \$5 1 =	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50

<u>Spouse's Per Diem</u>		
Using par. C7006-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	75% \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
4 days in the Arlington Area:	\$51 (M&E) - \$130 (Lodging) - \$181 x 4 days =	\$ 724.00
Travel day back to the PDS:	75% \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,111.50
Spouse's per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts (see par. C1310).
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts (see par. C1310).
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see Appendix A) while performing house-hunting travel during the authorized absence period.

***C5630 NO RETURN TO OLD PDS**

A house-hunting trip consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a house-hunting trip is authorized under the Lodging-plus method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). (Under the circumstances in this paragraph an employee is not in a duty status while house-hunting. See DoD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.)

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the Lodgings-plus' method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodgings-plus method in par. C5624-B1 for the location and duration of the HHT.
3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the Lodgings-plus' method.
4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT IN CONNECTION WITH TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a Lodgings-plus or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C13225. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(F)*. See par. C13320.

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)**C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)**

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months nor more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY (see par. C5410).

NOTE: *A transportation agreement is not required for a TCS move.*

B. Employees (FTR §302-3.403). All employees are eligible for a TCS except a/an:

1. New appointee;
2. Individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the Government Employees Training Act (5 USC §4109) (see par. C4500); or
5. Employee assigned to/from a State or local Government under the Intergovernmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. (See par. C4001 for service agreements).

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Considerations (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements.
2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance (RITA).
3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from Government service*, TCS expenses are paid.
2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:
 - (a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;
 - (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and
 - (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location.* An employee is authorized:

1. PCS mileage if a POC is used (see par. C5050);
2. Employee's travel and transportation expenses (see par. C4553-B3);
3. Transportation and per diem for dependents (see Chapter 7);
4. HHG transportation, storage-in transit, (see Chapter 5, Part D);
5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);
6. Mobile home transportation instead of HHG transportation (see Chapter 10);
7. POV(s) transportation (see Chapter 5, Part E); and
8. RIT allowance (RITA) (see Chapter 16).

NOTE: *AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS*

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);
2. TQSE while occupying temporary quarters (see Chapter 13);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Chapter 5, Part D).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and

4. Property Management Services for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 15. (FTR §302-3.418, §302-3.19, §302-3.420).

Effective 29 October 2004

****NOTE: PM services may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003)***

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5415-A and C5415-B, except property management services (par. C5420-B6) and a HHT (par. C5420-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependents (see Chapter 7) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (see Chapter 7) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary quarters (see Chapter 13) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (see Chapter 14);
5. Residence-related relocation services expenses (see Chapter 15);
6. Property management expenses (see Chapter 15);
7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);
8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and
9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and
2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: *Per diem is not payable at the TCS location.*

C5725 SEPARATION FROM GOVERNMENT SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from Government service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from Government service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART A: SEE APPENDIX E

PART B: DEATH CASES, ALLOWABLE EXPENSES (FTR Part 303-70)

<u>Paragraph</u>	<u>Contents</u>
C6050	GENERAL
C6051	RESPONSIBILITY
C6052	DEATH RELATED TO THE PERFORMANCE OF OFFICIAL DUTY
C6053	DEATH DURING AN ABSENCE FROM DUTY
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CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

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**Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).*

C6050 GENERAL

A DoD component must provide assistance in arranging, and must pay expenses, for:

1. The preparation and transportation of the remains of an employee who dies while (a) traveling on official business or on a TDY assignment anywhere in the world, (b) assigned to an OCONUS PDS or traveling to or from that PDS, (c) absent from duty as indicated in par. C6053, or (d) reassigned away from the actual residence under a mandatory mobility agreement executed as a condition of employment;
2. The preparation on a reimbursable basis (see par. C6055) and transportation of the remains of a dependent who dies while residing (a) at an employee's OCONUS PDS or while traveling to or from that PDS, or (b) away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation of the deceased employee's and surviving dependents' baggage, HHG, and POV while (a) assigned to an OCONUS PDS, or (b) assigned away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

This Part applies whether or not: (1) an employee's death is work related, and (2) the employee is serving under a transportation agreement, including locally hired employees at an OCONUS PDS.

C6051 RESPONSIBILITY

A commander, or designee, upon being informed of an employee's death covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the entitlements under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs during travel status, TDY assignment, or at an OCONUS PDS (or CONUS in the case of an employee residing away from the HOR pursuant to a mandatory mobility agreement executed as a condition of employment); and
3. Provide necessary assistance for the return of the decedent's dependents' baggage, HHG and POV to the actual residence when the decedent's PDS was OCONUS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement).

Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO THE PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the Department of Labor, Federal Employees' Compensation Division, 200 Constitution Avenue, NW, Washington, DC 20210-0002.

C6053 DEATH DURING AN ABSENCE FROM DUTY

Death related expenses must be paid for an employee who dies while on leave or on a nonworkday while on TDY or assigned at an OCONUS PDS. Payment cannot exceed the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

C6054 PREPARATION OF EMPLOYEE REMAINS

The DoD component must pay all actual costs including:

A. Preparation of Remains

1. Embalming or cremation;
2. Necessary clothing;
3. Casket or container suitable for shipment to burial place;
4. Expenses necessary to comply with local laws at the port of entry in the U.S.; and
5. Similar expenses.

B. Transportation of Remains. Transportation of remains by common carrier (that is ordinarily used for transportation of remains), hearse, or other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including

1. Movement from place of death to a mortuary and/or cemetery;
2. Shipping permits;
3. Outside case for shipment and sealing of the case if necessary;
4. Removal to and from the common carrier;
5. Ferry fares, bridge tolls; and
6. Similar expenses.

NOTE: *Costs for an outside case are not authorized when transportation is by hearse. Cost for transportation by hearse or other means cannot exceed the cost of common carrier (that is ordinarily used for transportation of remains). Transportation costs to burial place cannot exceed the actual cost of transportation to the actual residence.*

C6055 PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD component concerned must furnish mortuary services and supplies on a reimbursable basis when:

1. Local commercial mortuary facilities and supplies are not available; or
2. In the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph are collected and credited to current appropriations available for the payment of these costs.

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The cost of transportation may not exceed the cost to the actual residence or PDS, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

C6058 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG**A. While Performing Duties OCONUS**

1. General. The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedents) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. However, the Government's cost shall not exceed the cost of transportation to the decedent's actual residence.
2. Time Limitation. Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the one-year limit.
3. Transportation of Dependents and HHG. Except for the limitation imposed in par. C6058-A2, dependents and HHG transportation under this Part is provided to the same extent as in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from OCONUS duty.

B. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for dependents or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

C6059 BAGGAGE TRANSPORTATION

The DoD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. Expenses for baggage transportation by a POC, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

C6060 POV TRANSPORTATION

POV transportation may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return POV transportation expenses if the employee was authorized to use the POV as being advantageous to the Government while on the TDY assignment (66 Comp. Gen. 677 (1987)).

C6061 PER DIEM TERMINATION

Authorized per diem allowance terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned entitlement is subject to collection.

C6062 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for employee remains may be authorized when an employee's death occurs while:

1. In a travel status away from the U.S. PDS,
2. Performing official duties OCONUS, or
3. In transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee remains may be authorized from/to:

1. The actual residence/PDS of the deceased; or
2. Any other place appropriate for burial as determined by the AO.

D. Travel Authorizations for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, a TDY travel authorization must be issued for travel and transportation at Government expense.
2. Other than Government Employee. If an authorized escort is not a Government employee, an ITO should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

E. Arranging Transportation

- *1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2203.
2. Other than Government Employee. If an authorized escort is not a Government employee:
 - a. The AO should provide transportation through a contract CTO, or
 - b. *Economy class* transportation may be arranged directly with the common carrier if transportation is not provided by the AO through the contract CTO.

NOTE: Family members traveling together as escorts should not be separated.

C6063 PCS EXPENSES

A DoD component must continue payment of PCS expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS travel authorization. The DoD component also must continue payment of PCS expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is

included on the employee's travel authorization. When the immediate family chooses to continue the PCS, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new PDS;
3. TQSE not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;
4. Shipment of HHG to the new or old PDS or to an alternate destination selected by the immediate family. However the cost may not exceed the constructive cost of transportation between the old and new PDSs;
5. Storage of HHG not to exceed 90 days;
- *6. Reimbursement of real estate expenses incident to the PCS;
7. Shipment of POV to the new or old PDS, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new PDSs.

Effective 1 December 2002

C6064 PAYMENT

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made on the appropriate voucher forms.

C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C6066 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the remains of the employee to the place authorized in par. C6056;
2. Presentation of a flag of the United States to the next of kin of the employee;
- *3. Presentation of a flag of equal size to the flag presented under par. C6066-2 to the employee's parents(s), if the person to be presented a flag under par. C6066-2 is other than the employee's parent.

PART C: TRANSPORTATION, MISSING PERSONS CASES

C6100 GENERAL

Transportation at Government expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 days or more, interned in a foreign country, or captured by a hostile force, provided the employee:

1. is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence in the U.S.,
2. is not part-time or intermittently employed or in a category of native labor casually hired on a hourly or per diem basis,
3. has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

C6101 CONDITIONS

A. Dependent Defined. For the purpose of this paragraph, the term dependent includes a lawful spouse and unmarried child under 21 years of age. It includes also a dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or an individual determined to be dependent by the Department head or designated representative.

*B. HHG and Personal Effects Transportation. HHG and personal effects, within the allowable weight limits in Chapter 5, Part D may be transported. In addition, one POV may be transported if the vehicle is located OCONUS. See Chapter 11.

C. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the Department head.

D. Employee in an Injured Status. When an employee is in an "injured" status, the movement of dependents and HHG and personal effects may be authorized only if the anticipated hospitalization or treatment period is expected to be of long duration.

C6102 RESPONSIBILITY

The commander of an activity having jurisdiction over the employee concerned is responsible for taking necessary action, including making administrative determinations, obtaining approvals required in applicable departmental regulations, and issuing travel orders.

PART D: CIVILIAN ESCORTS AND ATTENDANTS***C6150 ESCORTS FOR MILITARY DEPENDENTS (10 USC §1036)**

A civilian employee, who performs authorized travel under a competent travel authorization as an escort for dependents of Uniformed Service members who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U6004, or U6053, is authorized round-trip travel and transportation allowances. Travel authorizations for escorts to perform necessary travel per JFTR, par. U7551 must cite par. C6150 as authority. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. Other civilians must be issued ITAs.

***C6151 ATTENDANTS FOR MILITARY DEPENDENTS (10 USC §1040)**

A civilian employee, who performs authorized travel under a competent travel authorization as an attendant for dependents of Uniformed Services members who are authorized transportation to or from a medical facility under JFTR, pars. U5240-G or U7951, is authorized round trip travel and transportation allowances. An employee must have a TDY travel authorization. The transportation mode/routing must be in accordance with Chapter 2. A travel authorization authorizing an attendant to perform necessary travel per JFTR, pars. U5240-G5 and U7951 must cite par. C6151 as authority. Other civilians must be issued ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (JFTR, par. U7554). The travel and transportation allowances authorized by this paragraph may be paid in advance.

C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

DoD civilian employees may be authorized TDY travel as attendants for Uniformed Services members who are on the TDRL and who are also required to submit to periodic physical examinations (see JFTR, par. U7251-A). A DoD civilian employee traveling as an attendant is authorized round trip travel/transportation allowances. The transportation mode/travel routing must be in accordance with Chapter 2. The travel-directing organization funds the DoD employee's travel. A non-DoD Government employee who is assigned as an attendant under TDY travel authorization is authorized the allowances prescribed in regulations issued by the employee's agency/department. Other civilians travel under ITAs and are authorized the same travel/transportation allowances as DoD civilian employees (see JFTR, par. U7251-D4).

C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)

A. DoD Civilian Employees. A DoD civilian employee, who perform authorized travel under a TDY travel authorization as an attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant (see JFTR, par. U7252-A), is authorized to round trip travel and transportation allowances (see JFTR, par. U7252-B1).

B. Non-DoD Government Employees. A non-DoD Government employee assigned TDY as an attendant is authorized the allowances in the employee's agency or department regulations.

C. All Other Civilians. Other civilians travel under ITAs and are authorized the same travel and transportation allowances as DoD civilian employees (see JFTR, par. U7252-B4).

PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)**C6200 APPLICABILITY**

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B).

C6201 AUTHORIZATION OF TRAVEL

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES**A. DoD Component Responsibilities**

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.
2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.
3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.
3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.
4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued.

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C6203 ALLOWABLE REIMBURSEMENTS

A. Allowable Expenses

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

2. Expense Amount. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee. Less than full reimbursement for common carrier transportation could make the interviewee ineligible for Government fares.

B. Unallowable Expenses. A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and

*2. Hire of a room as defined in par. C1410-B4e.

C6204 FUNDS SOURCES

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Unallowable Sources

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. An interviewee must not be issued a travel advance.
3. Travelers Checks. Government contractor-issued travelers checks may not be used for pre-employment interview travel.

Effective 17 September 2004.

***C6205 REIMBURSEMENT CLAIMS**

A. Fraudulent Claims. Requirements regarding payments when expense(s) are suspected of being fraudulent are addressed in DoDFMR, Volume 9 or appropriate Service regulations for non-DoD Services. AEA denial for an entire day on which a suspected expense is claimed is per the DoDFMR. If payment is made before discovery of a suspected falsified expense, the DoDFMR prescribes any requirement for the traveler to reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

B. Receipts and Records Maintenance. All interviewees authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the reimbursement method, it is prudent for interviewees to retain all receipts until reimbursement claims are settled. The DoD component should alert the interviewee to such requirements.

Effective 1 December 2000:

C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. Interviewees are responsible for preparing and submitting travel vouchers. DoD components should assist in the process.
2. Administrative Procedures. DoD components must prescribe the administrative procedures, consistent with those in DoDFMR, Volume 9, for interviewees to follow in submitting travel vouchers.

PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT**C6250 GENERAL**

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

*B. Employee Status. An administrative determination must be made in accordance with civilian personnel policy to determine if the employee is in a duty or leave status. ***If the employee is in a duty status, a TDY travel authorization must be issued. If the employee is in a leave or other non-duty status, a travel authorization must not be issued.***

C. Travel Order. The travel order must indicate that:

1. Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;
2. Travel is at the employee's request and no accounting information is placed on the travel authorization, and
3. The employee may choose not to perform the travel without penalty.

PART G: REPATRIATION TRANSPORTATION**C6300 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL**

A. Conditions under Which Furnished. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at Government expense through violation of an agreement, may be authorized Government transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at Government expense,
2. The employee's actual residence is in the U.S.,
3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at Government expense and the destination is in the U.S.,
4. 90 or less days have elapsed since transportation eligibility loss,
5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,
6. Government transportation facilities (AMC or MSC) are available to the U.S., and
7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the Government's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The cost of this transportation is the International Rate Book Tariff rate for travel by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

C6301 FOR ARMY CIVILIAN MARINE PERSONNEL

A. Coverage. This paragraph applies to the repatriation of U.S. citizen civilian marine personnel of the Department of the Army who have been left ashore in an outport in the course of their employment with no advance arrangements for their return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. These provisions do not apply to local marine personnel in OCONUS areas employed under labor contracts or civilian marine personnel paid under native wage scales. The OCONUS command concerned repatriates such employees under local law and local prevailing maritime practice.

B. Classes I and II Repatriates

*1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in pars. C6301-B2 and C6301-B3.

2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes employees left ashore as a result of a sudden, unannounced change in the ship's schedule, employees hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and employees put ashore as a result of shipwreck.

3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employee's own negligence, misconduct, or desire to leave employment. This includes employees hospitalized as a result of misconduct disability, employees who have deserted the ship, and employees detained by police authorities.

C. Assistance Furnished

*1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under pars. C6301-C2 and C6301-C3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.

2. Class I Repatriate. If a Government civil service manned vessel is not available for the transportation of a class I repatriate, travel orders may be issued providing travel and transportation.

3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. As a workaway does not fill a vacancy on a manning scale, the class II repatriate receives no wages. The class II repatriate is required; however, to perform duties assigned consistent with the repatriate's physical condition. Ordinarily, workaways are assigned day work in the department of their rating and are subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished workaways are at no cost to the Government even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, Government funds may not be used for travel and transportation unless the individual is destitute. In such cases, all Government funds spent shall be recovered through appropriate collection procedures, including deductions from compensation due.

PART H: AUXILIARY CHAPLAINS**C6350 GENERAL**

Auxiliary chaplains, employed for intermittent duty to provide religious services or emergency ministrations outside the immediate areas in which they reside, may be authorized travel and transportation allowances while away from their residence. The same conditions and limitations relating to transportation modes, routing, allowances, and reimbursable expense for employees on TDY assignments apply.

PART I: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)**C6400 GENERAL**

Heads of DoD components may approve certain travel and transportation expenses for threatened individuals (as provided in par. C6401) whose lives are in jeopardy as a result of the employees' assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the PDS.

C6401 ELIGIBLE INDIVIDUALS

Employees (as defined in Appendix A) who serve in law enforcement, investigative, or similar capacities and members of their immediate families (as defined in Appendix A) are eligible for the allowances under this Part when, because of the employees' assigned duties, they find themselves in life-threatening situations. When warranted by the circumstances of a particular situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, DoD components must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this part "employee" also includes Federal employees and other persons cross-designated as employees for specific investigational purposes. Members of such employees' immediate families also are eligible. The employing DoD component must be the DoD component to whom the employee was assigned at the time of the threat.

C6402 POLICY

The authority in par. C6400 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 30 - 60 days or less, and the only feasible alternative is to transfer the employee to a new PDS. Heads of DoD components must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

C6403 DELEGATION OF AUTHORITY

The heads of DoD components may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving eligible individuals from their homes.

C6404 PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS

When a situation occurs that appears to be life-threatening, the head of the DoD component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from their homes. The head of the DoD component must immediately inform the Criminal Division of the Department of Justice (DOJ), in accordance with DOJ regulations, of the threat. The names of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DoD component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DoD component of the seriousness of the threat and recommend a course of action. The head of the DoD component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DoD component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

C6405 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DoD component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be

allowed for 30 to 60 days or less. The DoD component may, however, approve extensions of the time as provided in par. C6404. If the threatened individuals were directed to move into temporary accommodations during DOJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DoD component decides to return the individuals to their home environment. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DoD component should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DoD component designates the appropriate location(s).

C6406 ALLOWABLE SUBSISTENCE PAYMENTS

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the responsibility of the employee. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

*C. Allowable Meal Expenses. Under the criteria in par. C6406-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable. When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

D. Maximum Allowable Amount

*1. Computation Method. The head of the DoD component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C6406-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses, required to be itemized under par. C6406-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C6406-D2 below.

*2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C6406-D2a, C6406-D2b, C6406-D2c, C6406-D2d and C6406-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations must be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DoD component. This amount shall not exceed the applicable maximum per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation must not exceed three-fourths of the employee's daily limitation established in par. C6406-D2a.

c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation must not exceed three-fourths of the daily limitation established in par. C6406-A.

d. For Each Family Member under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation must not exceed one-half of the daily limitation established in par. C6406-A.

e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DoD component may establish an appropriate daily limitation within the limitation in par. C6406-A.

*E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the head of the DoD component that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses (see par. C6406-A). *(See par. C1310 for receipt requirements.)* **NOTE:** *Travelers are advised to retain ALL receipts for tax or other purposes.*

C6407 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED POST OF DUTY

The head of the DoD component may approve the payment of transportation expenses when a situation described in par. C6400 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location shall be in accordance with the governing provisions of Chapter 2 unless the head of the DoD component specifically approves a deviation from the rules for security reasons (see par. C2252 regarding use of cash to procure transportation services in emergency circumstances). The documentation provisions in par. C6408 govern in such instances.

C6408 AUTHORIZATIONS AND CLAIMS PAYMENT

Heads of DoD components must establish specific administrative procedures for issuing authorizations and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of the individuals involved, the head of the DoD component may waive all but absolutely essential documentation requirements.

C6409 FUNDS ADVANCES

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the head of the DoD component in accordance with the provisions of Chapter 1, Part C. Advances are for no more than a 30-day period at a time. The advance amount shall not exceed an amount based on the daily limitations established under par. C6406-D2.

PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301-30)

**Note: See Chapter 6, Part O for Emergency Visitation Travel (EVT).*

C6450 GENERAL

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. (See par. C6600 for Health Care Travel and Transportation Allowances for Employees assigned at PDS outside the U.S.) ***NOTE: Government-funded emergency leave transportation from the PDS is NOT authorized.***

C6451 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

DoD components may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the mission of the component. Heads of DoD components may delegate their authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

C6453 DEFINITIONS

As used in this Part, the definitions in pars. C6453-A; C6453-B; C6453-C; C6453-D; C6453-E; C6453-F and C6453-G apply.

A. Official Station/PDS. The term "official station/PDS", in addition to the Appendix A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 U.S.C. §5703.

B. Alternate Location. An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. Family means those dependents defined in Appendix A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in Appendix A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, DoD components must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

C6454 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C6453-C), transportation expenses and per diem may be allowed to the extent provided below.

A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a per diem allowance under Chapter 4, Part L, as appropriate. The per diem must not exceed the maximum rates in <http://www.dtic.mil/perdiem/perdiemrates.html> for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily not to exceed 14 calendar days (including fractional days) for any one absence. However, a longer period may be authorized/approved by the DoD component if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem is not allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C6454-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DoD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

B. Return to Official Station or Home

1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C6454-A. If, when the employee's health has been restored, the DoD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, 13 July 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-C2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

Effective 24 June 2004

***C6455 PERSONAL EMERGENCY SITUATION**

NOTE: *Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C6455-A but not in the circumstances in par. C6455-B.*

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization must be issued if the DoD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C6454-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to Federal travelers on official business, should be used for emergency leave travel authorized in par. C6455-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
2. If a contract city-pair airfare is not available, the least expensive unrestricted economy airfare (including a lower or equal airfare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

D. Return to the PDS

1. *When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO if one is available. See par. C2203.*
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DoD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DoD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. *Contract city-pair airfares may ONLY be used when transportation is entirely Government-funded. Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.*

PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

***C6500 GENERAL**

This Part applies to travel of DoD employees accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). A DoD employee accompanying a Member of Congress or a congressional employee(s) on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the DoD employee is accompanying, and
2. per diem or actual expenses in an amount that does not exceed the rate set for the Member of Congress or congressional employee(s) that the DoD employee is accompanying;

provided the DoD employee's travel is in support of congressional travel directed/approved by the Secretary of defense or the Secretary concerned. (*Reference pars. C2204-B3g and C2204-B4i.*)

C6501 DEFINITION OF TERMS

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. The term "Secretary concerned" for the purpose of this Part includes the Secretary of Defense with respect to civilian employees of the DoD other than a military department.

C6502 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

***C6505 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are

- A. First-class (FC). *Reference par. C2204-B3g.*
- B. Business-class (BC). *Reference par. C2204-B4i.*

PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)

C6550 POLICY, APPLICABILITY, AND GENERAL RULES

A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.

B. Applicability. This Part applies to an employee with a disability as defined in par. C6551.

C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

C6551 DEFINITIONS

For purposes of this Part, the terms in pars. C6551-A through C6551-G have the meanings indicated.

A. Employee with a Disability. The term "employee with a disability" means an employee who has a disability as defined in par. C6551-B, and otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq.

B. Disability. The term "disability," with respect to an employee, means:

1. having a physical or mental impairment that substantially limits one or more major life activities;
2. having a record of such an impairment; or
3. being regarded as having such an impairment.

C. Physical or Mental Impairment. The term "physical or mental impairment" means:

1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

C6552 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. specialized transportation for the employee to, from, and/or at the TDY location;
3. specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
4. costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;
5. renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

Effective 1 March 2004

6. *See par. C2000-A2c for medical justification.*

C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES

Title 5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to TDY.

Effective for POV shipments on or after 1 November 2003

***C6554 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs (64 COMP. GEN. 30 (1984))**

See par. C5248-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost for a specially equipped automobile by an "traveler with a disability" between CONUS PDSs.

PART M: TRAVEL FOR HEALTH CARE

NOTE: See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT A PDS OUTSIDE CONUS AND OUTSIDE NON-FOREIGN OCONUS AREAS

A. Entitlement. When the Secretarial Process determines that local (military or civilian) medical facilities at a location in a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's or dependent's needs, transportation to another location may be authorized for appropriate medical/dental care. Ordinarily, this medical travel should be scheduled to coincide with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel. Required medical treatment that cannot be postponed until the individual's next scheduled travel should be authorized as medical travel (see par. C6600-C). When authorized, eligible individuals assigned at a PDS in a foreign OCONUS area are authorized travel and transportation allowances for travel to and from another location incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part. (See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.)

B. Eligibility. Eligible individuals are those employees, dependents, attendants, and accompanying family members who meet the following criteria.

1. Employees. Employees must be permanently assigned outside CONUS and outside non-foreign OCONUS areas. (These employees are eligible while performing PCS travel outside CONUS and outside a non-foreign OCONUS area)

2. Dependents. Dependents must reside with the employee at a PDS outside CONUS and outside non-foreign OCONUS areas or be performing PCS travel outside CONUS and outside non-foreign OCONUS areas. Dependents who board at school outside CONUS and outside non-foreign OCONUS areas and otherwise reside with the employee at the PDS outside CONUS and outside non-foreign OCONUS areas qualify. Infants born during their mothers' health care travel qualify.

3. Attendants

- a. Conditions. The AO may authorize/approve the services of individuals to accompany employees or dependents during health care travel. Before authorizing/approving attendant travel, the AO must determine, on the advice of a professional certifying physician, that the patient is too ill or too young to travel unattended. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

- b. Qualifications. Patient family members who are employees or dependents, as well as other persons (including professional health care providers), may be attendants.

4. Accompanying Family Members. The AO may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. The family member is incapable of self-care at the PDS,
- b. No suitable care arrangements can be made at the PDS, and
- c. The travel is in the Government's best interest.

C. Required Health Care. Required health care is medical and dental care that the AO determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent located outside CONUS and outside non-foreign OCONUS areas where there is no adequate facility to provide suitable care.

1. Included

a. Medical Care. Medical care that qualifies is treatment that must be undertaken before the next scheduled RAT, or EML (funded or unfunded) travel, and which, if delayed, can reasonably be expected to result in a worsening of the condition. Included are specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

b. Dental Care. Emergency and required dental care qualify and are defined as follows:

(1) Emergency dental care is treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

(2) Required dental care is treatment that must be undertaken before the next renewal agreement or EML travel and which, if delayed, can reasonably be expected to result in a need for emergency dental care. Orthodontic care is not emergency dental care but qualifies as required dental care when necessary for proper occlusion. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded. Examples of treatments that are not required health care are:

- a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.
- b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the AO determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations. Individuals performing health care travel in any capacity are subject to the provisions of this regulation, except members of the uniformed services serving as attendants as part of their official duties. The travel of those members is governed by the JFTR.

Effective 16 August 2004

*B. Travel Authorizations. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize travel for medical reasons. Family member attendants (except those whose travel is part of their official duties as employees or who are uniformed service members) and accompanying family members should be included in the patient's travel authorization. Other attendants, who are not employees or uniformed service members serving as attendants as part of their official duties, should be issued ITAs. If premium-class accommodations are used, the requirements for premium-class accommodations use must be met for full reimbursement. *See par. C2000-A2.*

C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the AO may authorize/approve travel to a location elected by the patient other than the designated point for the required health care, the employee who is the patient, or whose dependent is the patient, must agree in writing to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost. See sample excess cost agreement in par. C6606.

E. Attendant Compensation Agreements. If necessary, the AO may authorize the PDS contracting officer to enter into a contract with other person (i.e., non-family member) attendants, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

C6602 TRANSPORTATION

A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the AO, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>. The AO, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside CONUS and outside non-foreign OCONUS areas to the designated point and return to the PDS.

1. Travel to other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the CONUS or non-foreign OCONUS area. In such cases, transportation at Government expense is authorized to the nearest CONUS POE. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.

3. Dental Patients. A patient is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the AO may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. Travel to and from the designated point or elective destination,
- b. Necessary delays before treatment and while awaiting return travel, and
- c. Necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

3. Hospital Stays. Per diem is not authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are authorized per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for travel periods, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The AO may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. Adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. Minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The AO may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

An employee may be eligible for a separate maintenance allowance (SMA) if an eligible dependent, while undergoing treatment away from the foreign OCONUS PDS, is delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the CONUS or a non-foreign OCONUS area is detained for medical clearance under the provisions of DSSR, section 262.4a). SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid. SMA payment regulations are in DSSR, section 260 (<http://www.state.gov/m/a/als/1739.htm>).

C6606 SAMPLE EXCESS COST AGREEMENT

Following is a sample excess cost agreement required in par. C6601-D.

DoD Component Letterhead

(Date)

Subject: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Name of Employee or Dependent: _____

has been determined to be: _____
(Designated Point)

I agree to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost.

(Employee's Signature)

Date _____

Effective 13 May 2004

PART N: FAMILY VISITATION TRAVEL (FVT)

****Note:*** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6650 GENERAL

A. Purpose for Family Visitation Travel. The purpose of Family Visitation Travel (FVT) is to authorize an eligible employee to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members who were evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance, and FVT expenses are the responsibility of the eligible employee's command. FVT is not authorized for travel within the foreign area/country of assignment.

B. Legal Authority. 10 USC §1599b; 22 USC §4081

C. Allowable Transportation Expenses. A DOD component may pay, or an eligible individual may be reimbursed, for:

1. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
2. Airport taxes and transportation between airports (*see Note 1*).

NOTE 1: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

NOTE 2: Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.

D. Eligibility. This Part applies only to employees who are U.S.-citizens assigned to a foreign OCONUS PDS for a tour of more than one-year:

1. Who have a transportation agreement that provides for return transportation at Government expense to the employee's actual residence; and
2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

E. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. American-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

F. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

G. Refund. An employee must repay Government-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

H. Year. A year for FVT purposes starts on the date of evacuation of an employee's family, or the date of return to the OCONUS PDS from RAT.

I. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

J. Scheduling

1. Activities in foreign countries must schedule FVT so as to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes (see par. C6650-K6).
3. Exceptions to the limitations in par. C6650-L1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

K. Travel to the CONUS or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.
2. For a fractional part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C6650-H) do not exceed the cost of two coach class round trips to the family's residence.
4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

L. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence (see par. C4004). The cost of the two coach class round trips is based on the cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
2. Visits to family members located outside both the CONUS and non-foreign OCONUS areas may be permitted 4 weeks after family members have been evacuated from the PDS.
3. Visits to family members located outside both the CONUS and non-foreign OCONUS areas are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.
4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
7. Exceptions for valid reasons to the limitations in pars. C6650-L1, C6650-L2, C6650-L3, C6650-L4, C6650-L5, and C6650-L6 may be made through the Secretarial Process.

CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

PART O: EMERGENCY VISITATION TRAVEL (EVT)

NOTE: See Chapter 6:

1. *Part B for allowable expenses in a case of the death of an employee or dependent.*
2. *Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.*
3. *Part M for health care travel and transportation allowances for employees assigned at PDS outside CONUS and outside non-foreign OCONUS areas.*
4. *Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.*

Effective for Travel on or after 19 May 2004

C6675 GENERAL***Effective 17 September 2004***

*A. Purpose for Emergency Visitation Travel. The purpose of Emergency Visitation Travel (EVT) is to allow an eligible employee (see par. C6675-G1) and/or eligible family member(s) (see par. C6675-G2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT is authorized. It is not a discretionary allowance. EVT expenses are the responsibility of the eligible employee's command. EVT is not permitted for travel within the foreign area/country of assignment. Employees away from the PDS on leave or TDY in CONUS or non-foreign OCONUS are not eligible for EVT. EVT is authorized in circumstances involving:

1. A serious illness or injury of an immediate family member, see pars. C6675-G3 and C6677;
2. Death of an immediate family member, see pars. C6675-G3 and C6678; and
3. Special family circumstances, see par. C6679.

B. Legal Authority. 10 USC §1599b; 22 USC §4081

Effective 17 September 2004

*C. Allowable Transportation Expenses. Allowable transportation expenses can be paid directly to the provider or reimbursed to the eligible individual, for:

1. The transportation cost from the airport serving the employee's PDS (or applicable originating point) to the airport serving the destination authorized for EVT and return; and
2. Airport taxes and transportation between airports (*see NOTE 1*).

See par. C6676-C for limitation on transportation costs.

NOTE 1: *Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.*

NOTE 2: *Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.*

D. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class ship, rail, or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.
5. US-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

E. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2207 about arranging official travel.

F. Refund. An employee must repay Government-paid or reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

G. Definitions

1. Eligible Employee - An employee who is a US citizen assigned at a foreign OCONUS area/country PDS, who has a transportation agreement that provides for return travel to the employee's actual residence.
2. Eligible family member - The eligible employee's spouse, or children of the eligible employee and/or the spouse who are part of the employee's household.
3. Immediate Family member - For the purpose of this Part means the following relatives of the employee:
 - a. Spouse, and parents thereof;
 - b. Children, including adopted children and spouses thereof;
 - c. Parents;
 - d. Brothers and sisters, and spouses thereof; and

e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

4. Serious illness or injury – An injury or illness from which, based on competent medical opinion, death is imminent or likely to occur, or an illness or injury during which the absence of the employee and/or eligible family member(s) would result in great personal hardship.

C6676 EVT CIRCUMSTANCES

A. General. Emergency visitation travel is authorized to allow *an eligible employee or an eligible family member(s)* to travel to the CONUS, a non-foreign OCONUS area, or other location in family emergencies.

1. Except as provided in par. C6679, EVT by an employee and/or by an eligible family member, who is either at the PDS or away from the PDS at another foreign country location, is authorized/approved only in instances of serious illness or injury, or death of an immediate family member (see par. C6675-G3).

2. EVT is authorized/approved to enable an employee or eligible family member (one or the other) to accompany to a place of interment anywhere in the world the remains of an immediate family member who (a) ordinarily resides with the employee, (b) is included in the employee's residence and dependency report, and (c) who dies in a foreign country.

3. Ordinarily, only one member of a family may travel at Government expense on EVT. However, in exceptional circumstances, such as critical injury to a dependent child (as defined in Appendix A) attending school away from PDS that requires the presence of the employee and/or eligible family member(s), or the death of a dependent at the PDS which for compassionate reasons requires the employee and eligible family member(s) to accompany the remains to interment, EVT for more than one family member may be authorized/approved. In such cases, the limitations prescribed in these regulations apply to each traveler.

4. In cases involving children, where both parents are eligible employees, EVT is authorized/approved for both parents, regardless of which parent lists the child as a dependent in the residence and dependency report.

B. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

C. Limitations. In the event the:

1. Seriously ill or injured, or deceased immediate family member (or person described in par. C6679) is outside both the CONUS and all non-foreign OCONUS areas; or

2. Remains of an immediate family member (or person described in par. C6679) who has died in a foreign country are to be accompanied to a place outside both the CONUS and all non-foreign OCONUS areas,

the Government's transportation cost for the employee or eligible family member may not exceed the transportation expense that would have been incurred for travel between the place where visitation travel begins and the employee's actual residence (see par. C4004).

C6677 SERIOUS ILLNESS OR INJURY

A. Limitation. An employee or eligible family member (see par. C6675-G2) is limited to one round trip for each serious illness or injury of each immediate family member (see par. C6675-G3).

B. Requests for Travel Authorization. The request must include the name and address of the ailing family member and the attending physician or hospital (if known) and the name, address, and relationship of the person to be contacted in connection with the emergency. The AO must authorize/approve requests for EVT at Government expense that meet the requirements of this Part.

C. AO's Responsibility. Upon receipt of the request for EVT, the AO must promptly cause appropriate inquiries to be made to determine the seriousness of an illness. If an employee or eligible dependent travels at personal expense before EVT is authorized, reimbursement may be approved after the fact (see par. C6677-E).

D. Repayment Agreement. As an alternative to traveling at personal expense, as indicated in par. C6677-C, an employee may execute a repayment agreement as follows:

REPAYMENT AGREEMENT

"I, _____, certify that I have read and understand the regulations applicable to
(Name)

emergency visitation travel (JTR, par. C6676), and I hereby agree to repay _____
(Name of Employing DoD component)

for expenditures made in connection with my emergency visitation travel (or emergency visitation travel of my
eligible dependent), _____
(Name of Dependent) (Relationship)

in the event such travel is not approved under the provisions stated in JTR, par. C6676. In the event of my failure
to make such repayment when required, I hereby authorize the deduction of such repayment from my current
salary, allowances, lump-sum leave payment, or other payment which may be or become due me from the U.S.
Government."

(Signature) (Date) (Typed Name)

After execution of the above repayment agreement, the DoD component may procure transportation through official channels.

E. Travel without Prior Authorization. When an eligible individual travels to visit a seriously ill or injured immediate family member prior to EVT authorization, the individual must prepare a statement not more than 30 days after travel completion describing the circumstances. The statement must include the name, address, and relationship of the ailing family member, and a report from the attending physician or hospital describing the nature of the illness or injury. The AO must notify the individual if the circumstances meet the criteria of this Part and include approval/disapproval of the EVT expenses reimbursement decision.

C6678 EVT IN THE EVENT OF DEATH OF IMMEDIATE FAMILY MEMBER

A. General. EVT is authorized in the case of death of an immediate family member (see par. C6675-G3).

B. Authorized Travel. The following EVT is authorized:

1. A round trip in case of death of any immediate family member, and/or
2. One round trip to the place of interment for an eligible family member (see par. C6675-G2) at the employee's PDS in the case of death of an employee *stationed in a foreign OCONUS country* (whether death occurs at the employee's PDS or elsewhere).

The circumstances determine if one or the other or both of the above EVT trips are required.

C. Statement Preparation and Submission. An eligible individual must prepare a statement not more than 30 days after travel completion providing the name and relationship of the deceased to the individual.

D. Reimbursement for Travel at Personal Expense. If an eligible employee or family member:

1. Travels at personal expense to visit an ill or injured immediate family member, and
2. That immediate family member dies during the visit, or within 45 days after the individual's departure from the PDS to make that visit,

the eligible employee or family member is eligible for, and may elect, either (but not both);

3. Reimbursement for the round trip travel already undertaken at personal expense, or
4. Subsequent EVT round trip travel for the interment of that immediate family member.

Reimbursement is limited to the cost of transportation procured or that would have been procured through a CTO as required in par. C2203. Reimbursement is not authorized for transportation on a non-certificated (i.e., foreign flag) air carrier unless a U.S. flag air carrier is or was not available as indicated in par. C2204-C.

C6679 EVT BASED ON SPECIAL FAMILY CIRCUMSTANCES

EVT is authorized (subject to the same conditions and limitations in pars. C6676, C6677 and C6678) when an eligible employee or family member:

1. Travels to attend funeral services of a deceased person who has stood in the place of a parent, or to visit a seriously ill or injured person who stands in the place of a parent; or
2. Is the sole surviving member of the family of a seriously ill, injured, or deceased person.

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible employee/dependents may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel signing renewal agreements are authorized additional FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by employees/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

*3. FEML Cannot Be Combined with other Travel. ***Under the provisions of DoDI 1327.5, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee selects. Travel to and from the alternate location(s) is official travel, and therefore contract city-pair airfares may be available for use. *If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.*

NOTE: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1:

Employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city-pair to Frankfurt, Germany and the least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is \$1,200.

Employee desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair airfare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Employee's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Employee desires to utilize FEML to St. Louis, MO.

City-pair airfare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the employee is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.

2. Restrictions. An employee/dependent(s) taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages.

NOTE: *Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.*

*3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2203).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. (*See par. C4657, and Chapter 2, Part C.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Entitlements. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable benefits.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. Transfer for compassionate reasons,
2. Management-initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. A short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

*I. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation. See par. C3150. Rules concerning transportation accommodations for TDY travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. *Per diem is not authorized for FEML.*

K. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6)

Effective 2 November 2002

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL**C6750 R&R LEAVE TRAVEL**

* A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DoD employees is the same policy used for military R&R established in DoD Directive 1327.5, subsection 6.17 (37 USC §411c). *Under the provisions of DoDI 1327.5, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).*

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Definitions, Part I: Terms). R&R is for DoD employees who are serving tour lengths under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

EXAMPLE 1	
Employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
No city pair to Frankfurt, Germany. The least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
Employee desires to utilize R&R to Boston, MA. City-pair to Boston is:	\$1,400
Least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

EXAMPLE 2	
Employee's PDS is in Croatia and the authorized destination is Frankfurt	
City pair trip cost to Frankfurt is:	\$ 980
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
Employee desires to utilize R&R to St. Louis, MO. City-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

4. Location Designation/Re-designation

- a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DoD employees.
- b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

D. Transportation

1. Employees only.
2. Restrictions. An employee taking a R&R trip may use:
 - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
 - b. Commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be arranged in accordance with par. C2203.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C6750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

CHAPTER 7
DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

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CHAPTER 7**DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****C7000 BASIC**

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's authorization and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no authority to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under age 21; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see Chapter 5, Part M. Dependent transportation allowances (but no travel (i.e., per diem) may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, cannot exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Those expenses listed in pars. C1410-A and C1410-C may be reimbursed.

E. Travel Authorizations. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.

b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.

b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.

4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances cannot exceed the cost by the usual transportation mode

from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel authorization must not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to the reimbursement conditions and limitations for travelers in Chapter 2. The expenses listed in pars. C1410-A and C1410-C may be reimbursed.

F. Travel Authorization. Authorization for dependents' travel must be included in the travel authorization issued for the employee, or may be included when a travel authorization is amended or a supplemental travel authorization is issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command must notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not authorized return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructed cost of the unused allowance must not be authorized. If an employee's dependent becomes age 21 while the employee is assigned OCONUS, the employee is authorized return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S.

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence is the employee's personal financial responsibility.

***D. Dependent Early Return**

1. Earned or Public-interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents may be authorized before the employee's return to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility. Early return travel may be authorized when:

a. an employee is eligible for return transportation after satisfactorily completing the applicable service period, usually the tour of duty, prescribed for the employee's PDS in par. C4005-1a or Appendix Q, except when a different period, based on one of the provisions in par. C4005-C3, C4005-C4, C4005-C5, C4005-C6, or C4005-C7, applies; or

b. the OCONUS command concerned determines that it is in the Government's best interest to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any immediate family member, obligations imposed by authority, and other similar circumstances over which the employee has no control).

2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' personal financial responsibility. When the employee becomes eligible for return travel, the employee must be reimbursed for allowable travel expenses up to the cost of the dependent travel by the most economical route (including the least expensive unrestricted economy airfare when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount must not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation must be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.

3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 must not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to the employee's RAT (see par. C7004). When an employee completes an agreed-to period of service, has received one-way dependents' transportation to the actual residence unaccompanied by the employee, and the employee's RAT is at a later date, the dependents' return transportation expense to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement must not exceed the Government's cost for transportation by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.

4. Return of Former Spouse and Dependents (FTR § 302-3.227). Reimbursement is authorized for return travel and transportation allowances to the actual residence (see Appendix A) anywhere in the world for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense. Reimbursement is authorized even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed-to tour of duty. In the case of an employee serving under a 1-year, 2-year or 3-year tour agreement, travel for the former dependents must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized. If the employee is serving under an administrative extension of a tour, travel for the former dependents must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

E. Movement because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.

F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.

G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C1410-A and C1410-C.

H. Travel Authorization. Authorization for dependent travel must be included in the travel authorization issued for the employee, except in situations in which a separate travel authorization is required for the dependent early return to the actual residence or for movement because of evacuation.

I. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C5085-C.

C7004 RENEWAL AGREEMENT TRAVEL (RAT)

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's RAT. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on RAT but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

Effective 22 December 2004

C7005 STUDENT DEPENDENT TRAVEL TO ATTEND SCHOOL

A. Authority and Eligibility. Authority and eligibility requirements for student dependent travel and educational allowances in foreign areas are in DoD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials"; and DoD Directive 1342.13 "Eligibility Requirements for Education of Minor Dependents in Overseas Areas" at <http://www.dtic.mil/whs/directives/>. DoD 1400.25-M, SC 1250.5.1. authorizes educational travel, prescribed in DSSR section 280, for student dependents of DoD employees assigned in foreign areas for travel to and from schools in the U.S. for purpose of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school. (<http://www.state.gov/www/perdiems/dssr/regs000.html>) Administration of student travel is in accordance with DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 USC §§921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

C7006 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New Duty Station

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. ***In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies.*** If the travel origin and/or destination is other than the old/new PDS, the per diem must not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2, C7006-A3, and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is age 12 or older, the maximum per diem rate allowable is three-fourths of the employees' computed per diem rate; and for each dependent under age 12, one-half of the employee's computed per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for dependents:

1. of a new appointee assigned to a first PDS;
2. of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);

3. of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-trip Travel to Seek a Permanent Residence. When an employee's spouse travels independently pursuant to Chapter 5, Part M, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under Chapter 5, Part M, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553. ***A comparison must be made to ensure that the separate HHT trips do not exceed the cost of a single HHT trip made together by them.***

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12 and Appendix I.

E. Student Dependent Travel to Attend School. When student dependents in foreign areas travel to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL (RAT) IS INVOLVED

In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the RAT) must be computed on the basis of the constructed travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in Hawai'i. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructed travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS to the new PDS. The son is eligible for per diem and PCS mileage while en route.

C7009 TRANSPORTATION OF STUDENTS WITH DISABILITIES FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have disabilities, or may be considered as having disabilities, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardian be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardian.

***CHAPTER 8**

RESERVED

(SEE CHAPTER 5 (PART D) FOR HHG TRANSPORTATION)

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

(SEE CHAPTER 5, PART G)

CHAPTER 10
MOBILE HOME TRANSPORTATION (FTR PART §302-10)

<u>Paragraph</u>	<u>Contents</u>
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C10010	GOVERNMENT-PERSONALLY PROCURED MOBILE HOME TRANSPORTATION A. Routing B. Personally Procured Commercial Transportation C. Movement other than by Commercial Transporter D. Government-procured Transportation E. Transportation Partly by Commercial Transporter and Partly by Other Means
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CHAPTER 10

MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C10000 PRIVATELY OWNED MOBILE HOMES

*A. General. This Chapter prescribes mobile home transportation allowances for employees authorized to make PCS moves. *The reimbursable allowance under par. C10010-B, C10010-C, or C10010-E cannot exceed the constructed Government cost for transportation and 90 days temporary storage of the maximum HHG weight for which the employee has eligibility.* The constructed measure for mobile home transportation is always the actual expense (not commuted rate) transportation cost (including 90 days of temporary storage) of the employee's PCS HHG weight allowance (18,000 pounds) between the authorized points. (Example: An employee moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) The employee's maximum authorization is determined by adding the line-haul and the Max-Pack times the low base line rate on file (see the SDDC website at: <http://pweb.eta.sddc.army.mil/persprop/dompub.html> for rates) times the maximum weight (18,000 lbs). ***NOTE:*** *The rates used for comparison are never less than 105 percent of the Code 1 segmented line-haul or Max-Pack rates.*

B. Eligibility. An employee authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when the:

1. Mobile home is acquired on or before the effective date of the employee's PCS or TCS travel authorization;
2. Employee certifies that the employee or employee's dependents intend to use the mobile home as a residence at the location to which it is being moved;
3. Mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the Government's satisfaction to withstand transportation rigors; and
4. Employee is authorized to make a PCS move between places discussed in par. C10000-C.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized employee is from the old PDS to the new PDS or between any other two points subject to the following limitation. *The Government's transportation cost liability is limited to the total cost to the Government to transport the employee's PCS HHG weight allowance between the old and new PDSs.*

C10005 MOBILE HOME TRANSPORTATION ALLOWANCES

A. Definition. Transportation allowances ("transport") in this Chapter include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Employee Married to Employee. When both husband and wife are employees, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each employee is authorized:

1. A mobile home allowance, and
2. Movement of a mobile home on a PCS travel authorization.

NOTE: When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances.

C10010 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The employee is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense are limited to mobile home transportation by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C10000 may transport a mobile home at personal expense and be reimbursed for the transportation costs (as prescribed in pars. C10010-B2, C10010-C1, and C10010-C5) IAW pars. U5500. ***Reimbursement must not exceed that amount provided for in par. C10000-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the employee must:
 - a. ***Ensure that the bill includes specific cost itemization of charges;***
 - b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the employee);

- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the employee's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. C10010-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (an employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the employee;
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
- e. Storage. (FTR §302-10.207(c)).

C. Movement other than by Commercial Transporter

1. Allowance. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, an allowance of \$0.11 per mile is paid to cover the transportation costs listed in pars. C10010-B2(a) through C10010-B2(c). In addition, the Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C10010-C6. ***Reimbursement of \$0.11 per mile is paid for mobile home transportation in addition to a POV PCS mileage allowance as provided in par. C2505.*** The distance computation is prescribed in pars. C10010-C2 through C10010-C4.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. C1065-A.
3. Origin and/or Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.
4. Origin and/or Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. C10010-C2 and C10010-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. C1065-A.
5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:
 - a. Fuel/oil used for propulsion of the boat;
 - b. Open water pilots or navigators;
 - c. Crew;
 - d. Harbor pilots;
 - e. Docking fees incurred in transit;
 - f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
 - g. Towing, whether in tow or towing by pushing from behind; and
 - h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. C10010-C1 through C10010-C5, a reimbursable allowance includes costs generally associated with mobile home **preparation** at an origin inside Alaska or CONUS for transportation/resettling at the Alaska or CONUS destination. **Preparation** costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/unanchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double-wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Travel lift fees; and
- l. Similar expenses.

NOTE: Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.

D. Government-procured Transportation

1. Government-procured Transportation. An employee, authorized mobile home transportation, may request and, subject to the employee's written agreement to pay any excess costs involved, the Government arrange the employee's mobile home transportation by commercial/Government means to/from the points authorized in this Chapter. The Government's cost obligation is for the costs of:

- a. Pickup;

- b. Transportation; and
- c. Delivery of the mobile home

to destination ready for occupancy, except for the costs in par. C10010-D2b. *The employee does not receive any other allowances for the transportation involved.* Costs allowed include charges for:

- a. Actual transportation;
- b. Ferry fares;
- c. Bridge, road, and tunnel tolls;
- d. Taxes; and
- e. Municipal, state, and/or local permits.

The employee's request must be denied when the costs in par. C10010-D2 are not collectable from the employee's pay because the employee is no longer in a pay status.

2. Costs Not Allowed. The following costs are the financial responsibility of the employee for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the employee's control;
- b. Special handling costs requested by the employee;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. The allowances described in pars. C10010-B and C10010-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C10015 MOBILE HOME TRANSPORTATION ALLOWANCE FUNDS ADVANCEMENT

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

CHAPTER 11
TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

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***CHAPTER 11**

RESERVED

**SEE CHAPTER 5 (PART E) FOR TRANSPORTATION OF PRIVATELY OWNED
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CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

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CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

C12000 EVACUATION

*A. Legal Basis

1. Title 5 USC §5725 provides authority for transportation at Government expense for an employee's dependents and HHG to a safe haven location when an evacuation is authorized or ordered. See Appendix I, Part A for applicable regulations governing evacuations from foreign areas and Appendix I, Part B for evacuations in the United States and non-foreign OCONUS areas.
2. Title 5 USC §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's PDS. See Appendix I, Part A, DSSR, section 615 (evacuations from foreign locations) and Appendix I, Part B, Section 550.404 (evacuations in the United States and non-foreign OCONUS areas).
3. DoD Instruction 1400.11, adopted for the DoD the governing provisions of the Department of State (DOS) Standardized Regulations (DSSR), chapter 600, "Payments During an Ordered/Authorized Departure" (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>). See Appendix I, Part A for an annotated extract of DSSR, chapter 600, modified to relate to DoD civilian employees. The DOS regulations apply for evacuations from, or within, any foreign area (see Appendix A).
4. Memorandum of Agreement, dated 14 July 1998, between DOS and DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses: (a) Policy objectives, (b) Interagency checklist and other related documents, (c) Responsibilities, (d) Authority to invoke an emergency evacuation plan, (e) Responsibility for military operations, and (f) Organization for emergency planning.
5. DoD Instruction 1400.11 (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>), adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation (See Appendix I, Part B for DoD implementation of this regulation). These regulations apply for evacuations involving the United States or non-foreign OCONUS areas (see Appendix A).

*B. Evacuation from a Foreign Area

NOTE: See Appendix I, Part A for applicable regulations.

1. Authorizing or Ordering an Evacuation. The decision to evacuate employees and/or dependents from a foreign area rests with the State Department. In appropriate circumstances, such as a Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants. **NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. (Memorandum of Agreement between DOS and DoD, 14 July 1998).** When U.S. citizens are endangered but timely communication with the State Department is not possible, or there is no State Department presence in the area concerned, and time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens, the commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990). (<http://www.dtic.mil/whs/directives/corres/html/302514.htm>). (PoC: The Civilian Advisory Panel (CAP)

member for Army, Navy, Marine Corps, or Air Force, and the OSD CAP member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists offices and phone numbers for CAP members.)

2. Authorized Transportation. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

- a. Return to the PDS from which evacuated;
- b. Transfer or reassignment of the employee to another PDS;
- c. Return to actual residence; or

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement).

- d. Transportation to the final safe haven.

Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Subsistence Expense Allowance (SEA). The applicable SEA is prescribed in Appendix I, Part A, DSSR, section 632. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from foreign areas.***

C. Evacuation from a Location in the United States or from a Non-foreign OCONUS location

NOTE: See Appendix I-B and par. C12000-C3 for applicable regulations.

1. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

- a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DoD components (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists names and phone numbers for Civilian Advisory Panel members*);
- b. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;
- c. The head of a DoD component (see definition in Appendix A) or designated representative;
- d. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
- e. The commander, director, head, chief or supervisor of an organization or office.

2. Authorized Transportation. Except as indicated for limited evacuations in par. C12000-C3, transportation for employees and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to their:

- a. Return to the PDS from which evacuated;
- b. Transfer or reassignment to another PDS; or

- c. Return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Limited Evacuation. A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
- b. Reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. Per Diem/Subsistence Expense. Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. ***NOTE: AEA in Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.***

Effective on 29 April 2004

*D. Safe Haven. In case of evacuation from an OCONUS foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation within CONUS or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If the fifty United States and the District of Columbia are named in the evacuation authorization/order as the safe haven, evacuees must select the exact safe haven location within the fifty United States and the District of Columbia to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

*E. Emergency POV Storage Incident to an Evacuation from an OCONUS PDS. See par. C5236.

*F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 5, Part E in connection with a traveler's PCS to a new PDS or upon return of the traveler serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. ***TQSE (Chapter 13) is not authorized for an evacuation.***

C12001 ADVERSE CONDITIONS

A. Legal Basis. Title 5 USC §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. The transportation is authorized through the Secretarial Process.

CHAPTER 13
SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

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CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

Effective 14 December 2004

TQSE is a *discretionary, not mandatory*, allowance that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. TQSE must be authorized before temporary quarters are occupied and *may not be approved for any days that have passed before TQSE is authorized* (FTR §302-6.7). After a determination is made that TQSE is necessary, TQSE on an actual expense basis cannot be denied because the employee does not want TQSE on a fixed basis.

C13110 GENERAL

Effective 20 December 2004

A. Temporary Quarters. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized. (A permanent residence is “constructively vacated” and is “temporary” for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents. (GSBCA 14888-RELO, 10 May 1999)

B. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. TQSE Types. There are two allowances prescribed in this Chapter:

1. TQSE (AE). Actual expense reimbursement - see Part B, and
2. TQSE(F). Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

Effective 30 September 2004

C13115 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written transportation agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area;

NOTE: The old PDS may be anywhere in the world.

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary quarters occupancy is for a transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary quarters location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or a non-foreign OCONUS area; and
6. TQSE commencement is no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

B. TQSE in Other Locations. TQSE in locations not in the vicinity of the old and/or new PDS may be authorized only if the AO is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer. TQSE(AE) in locations not in the vicinity of the old and/or new PDS must be authorized in advance by the AO to ensure adequate review of the circumstances and that TQSE payment is justified. (FTR §302-6.9)

Effective 14 February 2005

****NOTE: A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).***

Effective 20 December 2004

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4505-B3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawai'i, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;
4. Employee assigned to an OCONUS PDS returning to actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. Employee to occupy permanent quarters (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary quarters are justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

Effective 3 February 2005

C13120 ALLOWANCE DUPLICATION

****NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. TQSA and TQSE cannot be paid for the same time period.***

A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (FTR §302-5.16).

2. Exceptions. TQSE ***may be paid*** in addition to:

- a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 USC §5941); and
- b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

***B. TQSA Payment**. When TQSA is paid based in a foreign country, TQSE may:

1. ***Not be paid*** for that location, ***but***
2. ***Be paid*** for the new CONUS or non-foreign OCONUS PDS area. ***NOTE: TQSA paid on behalf of dependents in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2).***

C. TQSE may be paid in addition to:

1. COLA payable under DSSR; and
2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

PART B: TQSE(AE)**C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not mandatory*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The AO, *not the employee*, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

Effective 30 September 2004.

A. General. TQSE(AE) is an actual expense allowance based on the:

1. *(Effective 1 October 2004) \$91* Standard CONUS per diem rate for temporary quarters occupied in *any* CONUS locality, or
2. PDS locality (not the lodging location) per diem rate
(<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) for temporary quarters occupied in OCONUS localities.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).

Effective 30 September 2004.

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

Effective 14 December 2004

*1. *TQSE(AE) may only be authorized before temporary quarters are occupied and may not be approved after the fact* (FTR §302-6.7).

2. TQSE(AE) may be authorized only for the time period determined necessary by the AO *and may never exceed a total of 120 days*.

3. TQSE(AE) is for a temporary place of residence.

4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless par. C13205-B5 or C13205-B6 applies.

5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:

- a. Remain occupied by the present tenant,
- b. Require repairs/alternations that have not been completed, or
- c. Are under construction.

6. The AO may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:

- a. Lease duration,
- b. HHG movement into the quarters,
- c. Quarters type,
- d. Expressions of intent,
- e. Attempts to secure a permanent dwelling, and
- f. Length of time the employee occupied the quarters.

See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances when a claimant's apartment was determined to be temporary quarters and not permanent quarters.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in a PCS travel authorization and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) Travel between the old and new PDS (actual travel time);
- (2) Necessary official duties such as an intervening TDY assignment/military duty; or
- (3) Non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the AO.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C2a above:

- (1) The period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) The employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and

(3) Eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

(1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

(2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.

(3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

3. Ending Temporary Quarters Occupancy. Temporary quarters occupancy ends when the employee or any dependent occupies permanent quarters or when the authorized time period expires, whichever occurs first.

C13210 TIME LIMITATIONS

Effective 19 February 2002

A. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary quarters occupancy is necessary TQSE authorizations are made on a case-by-case basis.

B. Additional TQSE(AE) Period. AOs may authorize TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized). Each of the following factors must be considered when authorizing an additional period of TQSE(AE):

1. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary quarters occupancy. Examples of circumstances that might be considered as being beyond the employee's control include:

- a. Delayed shipment and/or delivery of HHG to the new residence due to extended transit time incident to ocean transportation, strikes, customs, clearance, hazardous weather, fires, floods, or other acts of God;
- b. Delayed occupancy of new permanent quarters because of unanticipated problems (e.g., unforeseen delays in settlement for new quarters, unforeseen short-term delay in new dwelling construction);
- c. Inability to locate permanent quarters adequate for family needs because of housing conditions at the new PDS;
- d. Sudden illness, injury, or death of employee or immediate family member; and
- e. Similar factors.

2. Before an additional period of TQSE(AE) is allowed, the employee must provide written justification and documentation.
3. Extensions to the initial authorized TQSE(AE) period are not automatic and must be held to a minimum.
4. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Justification for an Additional TQSE(AE) Period. The employee must provide the AO with written justification that clearly describes the circumstances, warranting the extension, that are beyond the employee's control. The justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension, must be retained in a management file for review.

C13215 REIMBURSEMENT

A. General. TQSE(AE) reimbursement is made for the lesser the actual total amount of allowable expenses incurred for each day of a 30-day period or the maximum allowable amount for the 30-day period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary quarters occupancy;
 - b. A reasonable amount; and
 - c. Substantiated.

NOTE: The AO may deny reimbursement of any claimed expenses that appear to be unreasonable if the traveler cannot justify the expenses (GSBCA 16076-RELO, 27 August 2003).

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodgings (including lodging taxes or, if temporary lodgings are located outside the United States, the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary quarters for the sole purpose of furnishing the quarters (B-217435, 29 August 1985), ***NOTE: The cost of HHG removed from temporary storage and delivered to temporary quarters for the sole purpose of furnishing temporary quarters is a TQSE expense.***; and

7. The cost of moving the HHG to permanent quarters (B-217435, 29 August 1985).

Total allowable expenses exceeding the total authorized TQSE(AE) amount are the financial responsibility of the employee.

NOTE: The provisions of par. C4555-B3 apply when an employee and/or dependents obtain lodgings from friends or relatives.

C. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for TQSE," illustrated in Part D of this Chapter, may be used.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Occupancy of temporary quarters for less than a whole day counts as 1 full calendar day for TQSE(AE) reimbursement.

Effective 14 December 2004

*2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110).

3. Temporary Quarters Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary quarters are occupied during that calendar day.

4. Termination of Temporary Quarters Eligibility Period. The temporary quarters period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Quarters. If the temporary quarters have meal preparation facilities available and they are used, the cost for groceries consumed on a daily basis is allowable. Claims must show total amount for each daily meal.

C13220 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C13220-A2 and C13220-A3.

2. Receipts. Receipts are required for:

- a. Quarters costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including meal expenses).
3. Supporting Statement. The supporting statement must include:
- a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary quarters occupancy (for subsistence expense purposes) that occur the same day, the date and time of arrival and/or departure at the temporary quarters location; and
 - c. The date that permanent quarters occupancy starts, or the date that HHG are moved into quarters.

B. Submitting Claims for TQSE(AE). For convenience, claimants should use the suggested format, shown in Part D of this Chapter for claiming reimbursement and to record actual subsistence expenses.

C13225 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a Lodgings-plus or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

- a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30-day TQSE(AE) period;
- b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30-day TQSE(AE) period; or
- c. Reimbursed for 10 days of a HHT, then deduct 10 days from the first authorized 30-day TQSE(AE) period.

EXAMPLES

1. Authorized 10 days for HHT (Lodgings-plus Method) and 60 days TQSE(AE). 9 days were used for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (*Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.*

First 21 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C13225-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C13210-B. Employee occupied temporary quarters for the additional 60 days. Reimburse actual expenses (par. C13215-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the 2nd 30 days.

NOTE: *The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE)*

2. Authorized 10 days for HHT (Lodgings-plus Method) and 30 days for TQSE(AE). 5 days were used for the HHT and temporary quarters occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary quarters were occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE). 10 days were used for the HHT and temporary quarters occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

NOTE: *The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.*

4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE). 10 days were used for the HHT and temporary quarters occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents (par. C13330). 8 days were used for the HHT and temporary quarters occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary quarters is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C13320.

NOTE: *(a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method)) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.*

6. Initially Authorized a 10-day HHT (Lodgings-plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B. 10 days used for a HHT and temporary quarters occupied for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

Effective 1 October 2004

2. Per Diem Rates. The per diem rates used for computation are:

*a. CONUS. **\$91**, Standard CONUS per diem rate.

b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary quarters are occupied (<http://www.dtic.mil/perdiem/perdiemrates.html>).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).*

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.*

(3) Dependents Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.*

Effective 1 October 2004

***NOTE:** The maximum daily rates for the first 30 days (based on the daily per diem rate of \$91) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are \$91, \$68.250, \$68.250, and \$45.50, respectively, if the temporary quarters are occupied in CONUS.

Effective 1 October 2004

*d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).**

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.**

(3) Dependents Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.**

(4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.**

****NOTE:** If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$91) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are \$68.25, \$45.50, \$45.50, and \$36.40 respectively.

Effective 1 October 2004

*e. 60-120 Days. When the AO authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days must be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. **The total period of time for which TQSE(AE) may be paid may never exceed 120 days.**

Effective 1 October 2004

B. Computation Examples

1. TQSE(AE) Calculation Chart. The **\$91** per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in <http://www.dtic.mil/perdiem/perdiemrates.html> when temporary quarters are located OCONUS.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
\$91	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
Employee or Unaccompanied Spouse	\$91	\$91	$\$91 \times .75$	\$68.25
Accompanied Spouse	$\$91 \times .75$	\$68.25	$\$91 \times .50$	\$45.50
Dependent age 12 and older	$\$91 \times .75$	\$68.25	$\$91 \times .50$	\$45.50
Dependents Under age 12	$\$91 \times .50$	\$45.50	$\$91 \times .40$	\$36.40

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$91 times 5 days, totals \$455. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$460) TQSE(AE) is limited to \$455. An amount per day is apportioned in a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis.
3. TQSE(AE) Example 2. The AO authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.
4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.
5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

PART C: TQSE(F)**C13300 PURPOSE**

TQSE(F) is a *discretionary allowance, not a mandatory allowance*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*.

C13302 LIMITATIONS

1. The AO, *not the employee*, determines if TQSE(F) is necessary.
2. If the AO chooses, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.
- *7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).
8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

C13305 TQSE(F) OPTION

Effective 14 December 2004

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-6.7).

When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *in effect at the new PDS when the TQSE(F) offer is accepted by the employee*. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, AOs should consider:

1. Administration Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.
2. Cost Considerations
 - a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.***

b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-F3 or <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>). ***TQSE(F) always is based on the PDS location maximum per diem rate.***

3. **Employee Choice.** TQSE(F) is based on a lower percentage of the locality per diem rate. If the AO offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). ***Once the employee selects a TQSE method, the selection may not be changed. NOTE: If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may retroactively correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

NOTE: Incident to a PCS an employee selected reimbursement for TQSE under the "fixed amount method" and was authorized TQSE for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no problem. The employee stayed in temporary quarters for twelve days beyond the allowed 30 days. The employee may not be paid for the additional twelve days. Erroneous advice provided by Government officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. (GSBCA 16437-RELO, 22 September 2004)

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

A. **HHT.** ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).*** See Chapter 5, Part M for HHT.

B. **Basis for Payment.** Payment of TQSE(F) is based on the total number of individuals (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. **TQSE(F) Per Diem Rates/Percentages.** ***The per diem rates used in the following example(s) are for illustrative purposes only. Please check <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, for current per diem rates.***

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the **new PDS** locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate.

NOTE: If temporary quarters are used in a locality where the per diem rate is \$100, the maximum daily rates (based on the daily per diem rate of \$100) in pars. C13320-C2a and C13320-C2b are \$75 and \$25, respectively.

Effective 1 October 2003

D. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = \$90 (lodging) + \$31 (M&IE) = \$121 total per diem.

c. Employee percentage = .75.

d. Dependent percentage = .25.

e. Number of dependents = 4.

2. Calculation for the Employee

a. multiply the maximum per diem rate (\$121) by .75
 $\$121 \times .75 = \90.75 .

b. multiply the answer in the previous step (\$90.75) by the number of days authorized (30) $\$90.75 \times 30 = \$2,722.50$.

c. In this example, the employee's TQSE(F) payment is \$2,722.50.

3. Calculation for the Dependents

a. multiply the maximum per diem rate (\$121) by .25 $\$121 \times .25 = \30.25 .

b. multiply the answer in the previous step (\$30.25) by the number of days authorized (30) $\$30.25 \times 30 = \907.50 .

c. In this example, each dependent's TQSE(F) payment is \$907.50.

d. In this example, the four dependents total TQSE(F) payment is \$3,630
 $4 \times \$907.50 = \$3,630$.

4. Total Payment. In this example the employee's TQSE(F) payment is \$2,722.50 for himself and \$3,630 for four dependents, for a total TQSE(F) payment of \$6,352.25. $\$2,722.50 + \$3,630 = \$6,352.25$.

E. TQSE(F) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$120	.75	30	1	$((\$120 \times .75) \times 30) \times 1$	\$2700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3600
					Total TQSE(F) Pmt	\$6300

PART D: SUBMITTING CLAIMS FOR TQSE

For convenience, the suggested formats shown on the following pages may be used for claiming reimbursement, and also to record actual subsistence expenses.

*

This suggested format is for use in summarizing and claiming daily actual subsistence expenses incurred during occupancy of temporary quarters incident to a transfer.									
<u>CLAIM FOR:</u> Temporary Quarters Subsistence Expense Allowance (TQSE) Submit with Travel Voucher or Subvoucher (DD Form 1351-2)									
Employee Name: _____	Grade: _____								
Date Reported for Duty: _____	Date TQSE Began: _____								
New PDS: _____									
Date Vacated Old Residence: Employee: _____ Dependents: _____	Date Occupied New Residence: Employee: _____ Dependents: _____								
<p style="text-align: center;">Name(s) of Dependent(s) Included in Claim: (Show only eligible members of family included in travel authorization)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. _____</td> <td style="width: 50%;">5. _____</td> </tr> <tr> <td>2. _____</td> <td>6. _____</td> </tr> <tr> <td>3. _____</td> <td>7. _____</td> </tr> <tr> <td>4. _____</td> <td>8. _____</td> </tr> </table>		1. _____	5. _____	2. _____	6. _____	3. _____	7. _____	4. _____	8. _____
1. _____	5. _____								
2. _____	6. _____								
3. _____	7. _____								
4. _____	8. _____								
<p style="text-align: center;"><u>INSTRUCTIONS:</u></p> <ol style="list-style-type: none"> 1. All expenses are to be itemized and only actual expenses claimed. Home meal cost is accumulated and averaged for all meals prepared at home. 2. If claimed expenses are for temporary quarters occupied at different locations by the employee and dependent(s), use separate expense itemization sheets for each location. Payment for temporary quarters occupied at other than the old or new PDS location must be justified to, and approved by, the authorizing/order-issuing official. 3. If other claims are made for temporary quarters expenses in connection with this PCS move, explain. Attach copies of vouchers for paid claims. 4. If a separate claim was made for PCS travel from old to new PDS, explain. Attach copies of vouchers for paid claims. 5. If official TDY was performed during the TQSE reimbursement claim period, explain. Attach copies of vouchers for paid claims. 6. Permanent quarters occupancy occurs when the employee or any dependent occupies the permanent quarters. 7. Receipts are required for quarters expenses and any single expenses of \$75 or more. If applicable, attach copy of lease. 									
Remarks or Explanations: <div style="height: 40px; border: 1px solid black;"></div>									
_____ Employee Signature	_____ Date								

*** Show "C" for each commercial meal consumed and "H" for each home prepared meal consumed.**

Add'l 60 Days = \$_____

CHAPTER 14

REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-6)

<u>Paragraph</u>	<u>Contents</u>
C14000	GENERAL <ul style="list-style-type: none">A. ConditionsB. Time Limit for Residence or Lease Termination TransactionsC. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS AreaD. Sale of Residence in Anticipation of TransferE. GeneralF. Reimbursement of Expenses
C14001	EXCLUSIONS
C14002	ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE <ul style="list-style-type: none">A. Reimbursable ExpenseB. Reimbursement Limit
C14003	REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS <ul style="list-style-type: none">A. Application for Reimbursement of ExpensesB. Claim SubmissionC. Review and Approval of Reasonable ChargesD. Approval of PaymentE. Privacy Act Statement
C14004	UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT <ul style="list-style-type: none">A. Allowable ExpensesB. Claim Procedure
C14005	RETURN FROM MILITARY DUTY
C14006	GSA BOARD OF CONTRACT APPEALS AND COMPTROLLER GENERAL DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER <ul style="list-style-type: none">A. Reimbursable and Non-reimbursable ExpensesB. Broker's Fees and Real Estate CommissionsC. Advertising, Selling, and Appraisal ExpensesD. Legal and Related ExpensesE. Miscellaneous ExpensesF. Reimbursable ItemsG. FHA of VA loan Application FeeH. Loan Origination Fees and Similar ChargesI. Mortgage and Transfer Taxes

J.	State Revenue Stamps
K.	Other Similar Charges
L.	Charge for Prepayment of Mortgage
M.	Mortgage Title Insurance Policy
N.	Owner's Title Insurance Policy
O.	Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence
P.	Expenses that Result from Construction of a Residence
Q.	Non-reimbursable Items
R.	Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property
S.	Interest on Loans, Points, and Mortgage Discounts
T.	Property Taxes
U.	Operating or Maintenance Costs
V.	Finance Charges
W.	Losses Due to prices or Market Conditions at the Old and New PDS
X.	Other Sale and Purchase of Residence Expenses
Y.	Overall Limitations
Z.	Settlement of an Unexpired Lease
AA	Exclusions
AB	Employee Must Incur Costs
AC	Employee Must Actually Sell/Purchase Real Estate
AD	Miscellaneous Expenses
AE	Regularly Commutes
AF	Relocation Services
AG	Title Issues
AH	Home Inspection Fee
AI	Home Marketing Incentive Program
AJ	Extension for Sale of Residence
AK	Real Estate – New Employee
AL	Waiver of Debt
AM	<u>Retirement</u>

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE
ALLOWANCES (FTR PART 302-11)

C14000 GENERAL

Effective 3 February 2005

**For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.*

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The

2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October 1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, 26 December 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, 20 February 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

Effective 5 November 2004

NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or in a non-foreign OCONUS area. This is because initially the employee was not an agency employee who signed a transportation agreement in connection with a transfer from a PDS in CONUS, or a non-foreign OCONUS area, to the foreign area PDS and was moved to the foreign area PDS at Government expense under a civilian PCS travel authorization.

(a) A locally-hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces).

(b) a locally hired employee described in par. C4002-B2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;

(c) a locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and

(d) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C5075 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. ***Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.*** If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held In Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and

- (f) Employee provides the DoD component concerned with a copy of the trust document.
- (2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:
 - (a) Property is the employee's residence as described in par. C14000-A4;
 - (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
 - (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
 - (d) Employee provides the DoD component concerned with a copy of the financing document.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

- (3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:
 - (a) Property is the employee's residence as described in par. C14000-A4;
 - (b) Employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;
 - (c) Lender requires signature of the accommodation party on the finance document;
 - (d) Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - (e) Accommodation party's name is on the title;
 - (f) The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - (g) Employee provides the DoD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in par. C14000-E2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DoD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;
- (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and
- (d) Employee provides the DoD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

- (a) The property is the employee's residence as described in par. C14000-A4;
- (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
- (c) Only the employee and/or dependent(s) has made payments on the property;
- (d) The employee and/or dependent(s) receives all proceeds from the sale of the property; and
- (e) The employee provides documentation acceptable to the DoD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DoD component concerned.

F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee shall be reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others,

or if an employee is deemed to have title interest under par. C14000-E2b, the employee shall be reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee shall be reimbursed on a pro rata basis in the following situations:

- a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses shall be reimbursed on a pro rata basis.
- b. Excess Land. The employee shall be limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

C14001 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is entitlement when return is to a different PDS that is at least 50 miles from the old PDS (see par. C4108) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

- a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
- b. Preparing conveyances, other instruments, and contracts;
- c. Related notary fees and recording fees;
- d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
- e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
- *(10) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence;
- *(11) Expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
- *(12) Environmental protection fee if required as a condition of the mortgage. (GSBCA 16053-RELO (10 June 03)).

b. Nonreimbursable Items. Except as otherwise provided in par. C14002-A4a, the following expenses are not reimbursable:

- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;
- (2) Interest on loans, points, and mortgage discounts;
- (3) Property taxes;
- (4) Operating or maintenance costs;

- (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;
 - (6) Expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
 - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
 - c. Any similar causes.
6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.
7. Procedure and Claim Requirements. See par. C14003.

Effective for employees whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements shall not exceed:

- 1. 10 percent of the actual sale price of the residence at the old PDS, and
- 2. 5 percent of the purchase price of a residence at the new PDS.

C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

- 1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.

2. Residence Sale. The following supporting documents are required:

- a. Sales agreement;
- b. Property settlement document;
- c. Mortgage document (if prepayment fee is claimed, the document must include terms of payment);
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. Property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. Purchase agreement;
- b. Property settlement document;
- c. Loan closing statement;
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station a/an:

- a. Original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
- b. Completed Travel Voucher or Subvoucher, DD Form 1351-2.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 USC §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

Effective 3 February 2005

***C14004 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

***NOTE:** For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

C14005 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

C14006 GSA BOARD OF CONTRACT APPEALS AND COMPTROLLER GENERAL DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15591-RELO (08/29/01)	GSBCA 15506-RELO (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

GSBCA 15867-RELO (07/11/02)	GSBCA 15669-RELO (07/02/02)	GSBCA 15720-RELO (03/28/02)	GSBCA 15542-RELO (01/24/02)
B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

*Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-RELO (12/4/03)
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-RELO (02/28/02)	GSBCA 15377-RELO (01/11/02)	GSBCA 15456-RELO (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

*Avalanche study expense		GSBCA 16246-RELO, 12/4/03	
GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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G. FHA or VA Loan Application Fee

GSBCA 15672-RELO (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

*H. Loan Origination Fees and Similar Charges

GSBCA 16281-RELO (12/09/03)	GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)
GSBCA 15645-RELO (10/11/01)	GSBCA 15613-RELO (09/07/01)	GSBCA 15538-RELO (08/10/01)	
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)	B-183162 (01/27/76)
B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)	

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-RELO (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-RELO (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

P. Expenses that Result from Construction of a Residence

GSBCA 15629-RELO (10/17/01)	GSBCA 15415-RELO (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

GSBCA 15730-RELO (01/24/02)	GSBCA 15645-RELO (10/11/01)		
B-248906 (11/18/92)	B-247860 (07/23/92)	B-246296 (03/30/92)	

*R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

GSBCA 16277-RELO (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)
68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)	B-220287 (03/11/86)
B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)
B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)	B-190902 (02/14/78)
B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)	B-184928 (09/15/76)
B-183958 (04/14/76)			

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-RELO (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-RELO (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 16403-RELO (08/15/04)	*GSBCA 16277-RELO (04/28/04)	GSBCA 15799-RELO (05/02/02)	GSBCA 15718-RELO (02/28/02)
GSBCA 15730-RELO (01/24/02)	GSBCA 15672-RELO (01/18/02)	GSBCA 15645-RELO (10/11/01)	GSBCA 15506-RELO (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-RELO (08/15/02)	GSBCA 15735-RELO (07/17/02)	GSBCA 15866-RELO (06/28/02)	GSBCA 15720-RELO (03/28/02)
GSBCA 15377-RELO (01/11/02)	GSBCA 15686-RELO (11/07/01)	GSBCA 15645-RELO (10/11/01)	GSBCA 15639-RELO (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-RELO (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-RELO (07/11/02)	GSBCA 15695-RELO (06/10/02)	GSBCA 15761-RELO (05/09/02)	GSBCA 15377-RELO (01/11/02)
GSBCA 15613-RELO (09/07/01)	GSBCA 15560-RELO (06/22/01)	GSBCA 15485-RELO (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-RELO (01/31/02)	GSBCA 15629-RELO (10/17/01)	GSBCA 15524-RELO (08/09/01)	
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AD. Miscellaneous Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15728-RELO (06/24/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)
GSBCA 15662-RELO (12/20/01)	GSBCA 15529-RELO (11/30/01)	GSBCA 15613-RELO (09/07/01)	GSBCA 15591-RELO (08/29/01)
GSBCA 15541-RELO (08/22/01)			

AE. Regularly Commutes

GSBCA 15445-RELO (08/02/01)	GSBCA 15514-RELO (11/30/01)	GSBCA 15480-RELO (06/12/01)	GSBCA 15521-RELO (05/17/01)
GSBCA 15403-RELO (05/17/01)			

AF. Relocation Services

GSBCA 157-RELO (03/28/02)	GSBCA 157-RELO (03/27/02)	GSBCA 156-RELO (02/14/02)	GSBCA 155-RELO (01/31/02)
GSBCA 156-RELO (08/14/01)			

AG. Title Issues

GSBCA 15499-RELO (06/13/01)	GSBCA 15503-RELO (05/03/01)	GSBCA 15379-RELO (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-RELO (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-RELO (02/14/02)	GSBCA 15580-RELO (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-RELO (06/28/02)	GSBCA 15639-RELO (10/03/01)		
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AK. Real Estate -- New Employee

GSBCA 15577-RELO (01/15/02)	GSBCA 15686-RELO (11/07/01)		
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AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency	GSBCA 14758-RELO, (03/04/99)
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*AM. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-RELO, (11/04/04)
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CHAPTER 15

USE OF RELOCATION SERVICE COMPANIES

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C15053	PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS <ul style="list-style-type: none">A. GeneralB. Duration of Payment for PM ServicesC. Sale of Residence Incident to Temporary Official Station Becoming Permanent

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CHAPTER 15

PART A: USE OF RELOCATION SERVICE COMPANIES

*C15000 AUTHORITY

DoD has a contract with a private firm under which DoD components may offer relocation services to employees described in this Chapter. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Part B); and
5. Mortgage finding assistance.

C15001 DOD COMPONENTS' RESPONSIBILITIES

Each DoD component must determine: 1) whether, to what extent, and under what conditions relocation services are offered to its employees who transfer within or between components or between DoD components and other agencies; and 2) which employees are offered relocation services.

C15002 GENERAL ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Employees Covered. Relocation services may be offered if an employee:

1. Transfers from one official station to another in the Government's interest (not primarily for the employee's convenience or benefit, or at the employee's request), and
2. Signs a transportation agreement (see **NOTE 1**) as required in par. C4001 (see **NOTE 2**).

NOTE 1: *If the employee violates the agreement terms, the Government reserves the right to recover from the employee all payments made on the employee's behalf to the relocation company (see Chapter 4, Part H).*

NOTE 2: *A transportation agreement is not required for PM services under C15053 for a TCS.*

B. Persons Not Covered. Relocation services must not be offered to:

1. Any new appointee;
2. Employees assigned under the Government Employees Training Act (5 USC §4109); or
3. Employees assigned/transferred to/from a duty station in a foreign area except (a) employees eligible for residence transaction expenses reimbursement as provided in par. C14000-C, and (b) employees eligible for property management services under Part B.

NOTE: *See subpar. C1057-B1, item f, to authorize payment under a relocation contract for reappraisal and re-inspection of hurricane-damaged homes for employees relocating from or to Presidentially-declared disaster areas.*

C15003 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Employees offered relocation services must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses, authorized in other Parts of this regulation, that are analogous or similar to expenses or the cost for services the DoD component pays under the relocation service contract.

C. Payments on Behalf of Ineligible Individuals. An eligible employee must meet the title requirements in par. C14000-E. Components must not make payment to relocation companies that benefit ineligible individuals. For example, there is joint residence ownership by an eligible employee and a non-Government employee; the benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only that share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C14000-F; the same logic and provisions apply regarding relocation services.

D. Maximum Home Value. The maximum home value under the DoD relocation contract for which home sale services are payable is \$500,000, unless waived by the paying activity. If a home is sold under a home sale program at a price exceeding \$500,000, the employee is responsible for any additional costs unless the maximum is waived in accordance with component regulations.

PART B: PROPERTY MANAGEMENT (PM) SERVICES

C15050 GENERAL

A. When PM Services May Be Authorized. A DoD component may grant use of PM services when it determines that the PCS is in the Government's interest. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS. Payment for PM services may be authorized when an employee:

1. Transfers in the Government's interest to a PDS in a foreign area;
2. Is assigned to a foreign PDS, is transferred back to a U.S. or non-foreign area PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense;
3. Transfers within the United States (including to/from/between non-foreign areas) and is eligible to sell a residence at Government expense;
- *4. Is authorized TCS (see Chapter 5, Part O); or
5. Signs a tour renewal agreement with an effective date on/after 24 October 1997.

NOTE: In pars. C15050-A2 and C15050-A3 above, PM services are in lieu of the sale of the employee's residence at Government Expense.

B. Obtaining PM Service. PM services may be:

1. Obtained under the DoD National Relocation Program contract (see <http://www.nab.usace.army.mil/whatwedo/realty2.htm>), or
2. Self-procured rental agency services by the employee with reimbursement up to 10% of monthly rent.

C. Definitions

1. PM Services. PM services help an employee manage a residence at the old PDS as a rental property. The services include:
 - a. Obtaining a tenant;
 - b. Negotiating the lease;
 - c. Inspecting the property regularly;
 - d. Managing repairs and maintenance;

- e. Enforcing lease terms;
- f. Collecting the rent;
- g. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
- h. Accounting for the transactions and providing periodic reports to the employee; and
- i. Similar services.

2. Foreign Area. See Appendix A.

3. Non-Foreign Area. See Appendix A.

4. United States. See Appendix A.

D. Income Tax Consequences of PM Services. An employee is taxed on the amount of property management services expenses the Government pays a relocation service company or reimburses an employee. The DoD component also must pay the employee a relocation income tax (RIT) allowance for the additional Federal, State and local income taxes incurred on property management services expenses it pays to the relocation company for service to the employee or pays to the employee for self-procured PM services. The employee should be advised to consult with a tax advisor to determine the tax consequences of these payments and on maintaining the residence as a rental property.

E. Ineligible Employees. Employees ineligible for payment for PM services are:

- 1. New appointees;
- 2. Employees assigned under the Government Employees Training Act (5 USC §4109); and
- 3. Employees transferring entirely within a foreign area. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in CONUS or at a non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C15051.***

C15051 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN A FOREIGN AREA

A. General. Components, through the Secretarial Process, may authorize payment for PM services on behalf of an employee when:

- 1. A transfer to a PDS in a foreign area is in the Government's interest;

2. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C14000 or C15000 if transferred to or within the U.S.; and
3. The employee signs a service agreement.

NOTE: Payment for PM services may be authorized only on a residence at an employee's last U.S. PDS from which the employee transferred to a foreign area PDS.

B. Duration of Payment for PM Services. Payment for PM services may be made from the time an employee transfers to a PDS in a foreign area until one of the following occurs, the employee:

1. Transfers back to an official station in the U.S.;
2. Completes the tour of duty in a service agreement at the PDS and remains there, but does not sign a new service agreement (see ***NOTE***); or
3. Separates from Government service.

NOTE: To ensure that payment for PM services continues after completing a tour of duty in a service agreement, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.

A. When PM Services May Be Authorized. PM services may be authorized only for a residence at the old U.S. or non-foreign area PDS. The AO may authorize PM services when an employee is transferred

1. Back to a different U.S. (including non-foreign area) PDS than the one from which the employee transferred to a foreign area PDS; or
2. Within the U.S. (including non-foreign areas)

only if:

1. The employee's transfer is in the Government's interest;
2. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C14000 or C15000;
3. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and
4. The employee has signed a service agreement incident to the transfer to the U.S. (or non-foreign area) PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When PM services under this paragraph are offered, the employee may elect to accept or decline such services in lieu of selling the residence at Government expense.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the U.S. (or non-foreign area) while the employee was assigned at a PDS in a foreign area if the employee elects to sell a U.S. (or non-foreign area) residence at Government expense when transferred from a foreign area PDS to a U.S. (or non-foreign area) PDS different than the one from which transferred to the foreign area PDS.

D. Residence Sale After Electing PM Services. An employee, who is offered and elects PM services under this paragraph, may later elect to sell the residence at Government expense within the applicable time limitation in Chapter 14. Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B1, no reimbursement is allowed for sale of the residence.

E. Payment Duration for PM Services. Payment for PM services under this paragraph must not exceed 2 years from the employee's effective date of transfer. For transfers within the U.S. or non-foreign areas (e.g., both PDSs are in the U.S. and/or a non-foreign area), an extension under the conditions in par. C14000-B for up to two additional years may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

Effective 29 October 2004

*A. General. When an employee is authorized PM services in connection with a TCS under Chapter 5, Part O, the employee is authorized PM services for the residence at the previous official station in CONUS or in a non-foreign OCONUS area provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the permanent official station;
2. Employee separates from the Government service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

PART C: HOME MARKETING INCENTIVE PAYMENTS

C15100 GENERAL

A. Purpose. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees who participate in the home sale program to independently and aggressively market, and find a bona fide buyer for, their residences. This significantly reduces the fees/expenses a DoD component must pay to relocation services companies and effectively lowers the cost of relocation programs.

B. Definitions

1. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a bona fide buyer.

C. Tax Consequences. A home marketing incentive payment is income. A DoD component must withhold and the employee may be liable for income taxes. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

C15101 ELIGIBILITY

Effective 4 December 1997 a DoD component may offer a home marketing incentive to employees who:

1. are authorized to transfer; and
2. otherwise meet requirements for residence sale at Government expense.

C15102 PAYMENT CONDITIONS

A. Employees. To qualify for a home marketing incentive payment, an employee must:

1. enter the residence in the DoD component's home sale program,
2. independently and aggressively market the residence,
3. find a bona fide buyer for the residence as a result of independent marketing efforts,
4. transfer the residence to the relocation services company through which the buyer completes the sale, and
5. meet any additional conditions established by the DoD component.

*B. DoD. The DoD Component must pay a reduced fee/expenses to the relocation services company as a result of the employee's independent marketing efforts.

*C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: the MACOMs. This authority may be re-delegated to the local commander. No further delegation is authorized.
2. Navy: Major Claimant.

3. Marine Corps: The head of Marine Corps activities/commands.
4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4C236
Washington, DC 20330-1040
Only employees traveling under Civilian Career funding may be authorized.
5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain agency employees know who to contact for information.

C15103 MAXIMUM AMOUNT PAYABLE

The DoD component determines the amount of a home marketing incentive payment (see **NOTE**); however, the payment may not exceed the lesser of:

1. One to five percent of the price the relocation service company paid when it purchased the residence from the employee;

Example: The relocation services company gives the employee a buyout offer of \$150,000 for the residence. The DoD component decides how much of an incentive they wish to pay (1% to 5%). If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is \$1,500 ($\$150,000 \times 1\% = \$1,500$). A 3% incentive is \$4,500 ($\$150,000 \times 3\% = \$4,500$) and a 5% incentive is \$7,500 ($\$150,000 \times 5\% = \$7,500$).

2. \$10,000; or

3. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

NOTE: *If no savings are realized, a home marketing incentive may not be paid.*

The percentages shown are for illustrative purposes only.

Example: The relocation company gives the employee an “amended value” or “amend-from-zero” offer or closes an “assigned sale” offer that matches the outside buyer offer of \$150,000. The service cost to the DoD component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.

The Service is willing to pay a 4% incentive (under par. C15103, item 1 above). A regular “guaranteed” appraised value offer is $\$150,000 \times 20.84\% = \$31,260$ service fee to the relocation company for providing the home sale service. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company. In this example:

The 4% incentive is \$6,000 ($\$150,000 \times 4\% = \$6,000$)

The flat limitation of \$10,000, and

One half of the savings realized is \$6,307.50. (There is a service fee savings to the DoD component of \$12,615 ($\$31,260 - \$18,645 = \$12,615$). One half of \$12,615 = \$6,307.50.)

Based on the comparison of \$6,000 (item 1), \$10,000 (item 2), and \$6,307.50 (item 3), the employee would receive \$6,000.

CHAPTER 16

INCOME TAX ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
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CHAPTER 16

INCOME TAX ALLOWANCES

C16000 RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR §302-17/5 USC §5724b)

The purpose of the RIT allowance is to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local *income taxes* incurred by an employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. The RIT allowance does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee. Payment of the RIT allowance also is authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)) in accordance with appropriate financial calculation procedures contained in FTR, Part 302-17 (http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/41cfr_302_R2JL1-u_0Z5RDZ-i34K-pR.htm).

C16001 INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1995 AND THEREAFTER (FTR §301-11.501)

The purpose of the ITR allowance under this paragraph is to reimburse employees for substantially all of the additional Federal, State and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location in tax years 1995 and thereafter that are not excludible from gross income for Federal income tax purposes. The ITR allowance does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance in accordance with appropriate financial calculation procedures contained in FTR, §302-11.501.

C16002 INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND 1994 (FTR §301-11.501)

The purpose of the ITR allowance under this paragraph is to reimburse employees for substantially all of the additional Federal, State and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location in tax years 1993 and 1994 that are not excludible from gross income for Federal income tax purposes. The ITR allowance does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance in accordance with appropriate financial calculation procedures contained in FTR, §302-11.501.